

# eGrant Users Guide



# Egrant System

A session for users new to the system

May 2, 2011

# Egrant Link

Getting to the eGrant login page

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



**Accreditation and Certification** ▾ **Assessment and Technology** ▾ **Curriculum and CTE** ▾ **Finance, Grants Data Management** ▾ **Health, After S**

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


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**Due Date: July 1, 2010**  
The application must be submitted in a substantially approvable form before the district can allocate federal formula grant funds.


[eGrant Login](#)

<b>eGrant User's Guide</b>
Top 10 FAQs
RFAP

# Login Message



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LogOut

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

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

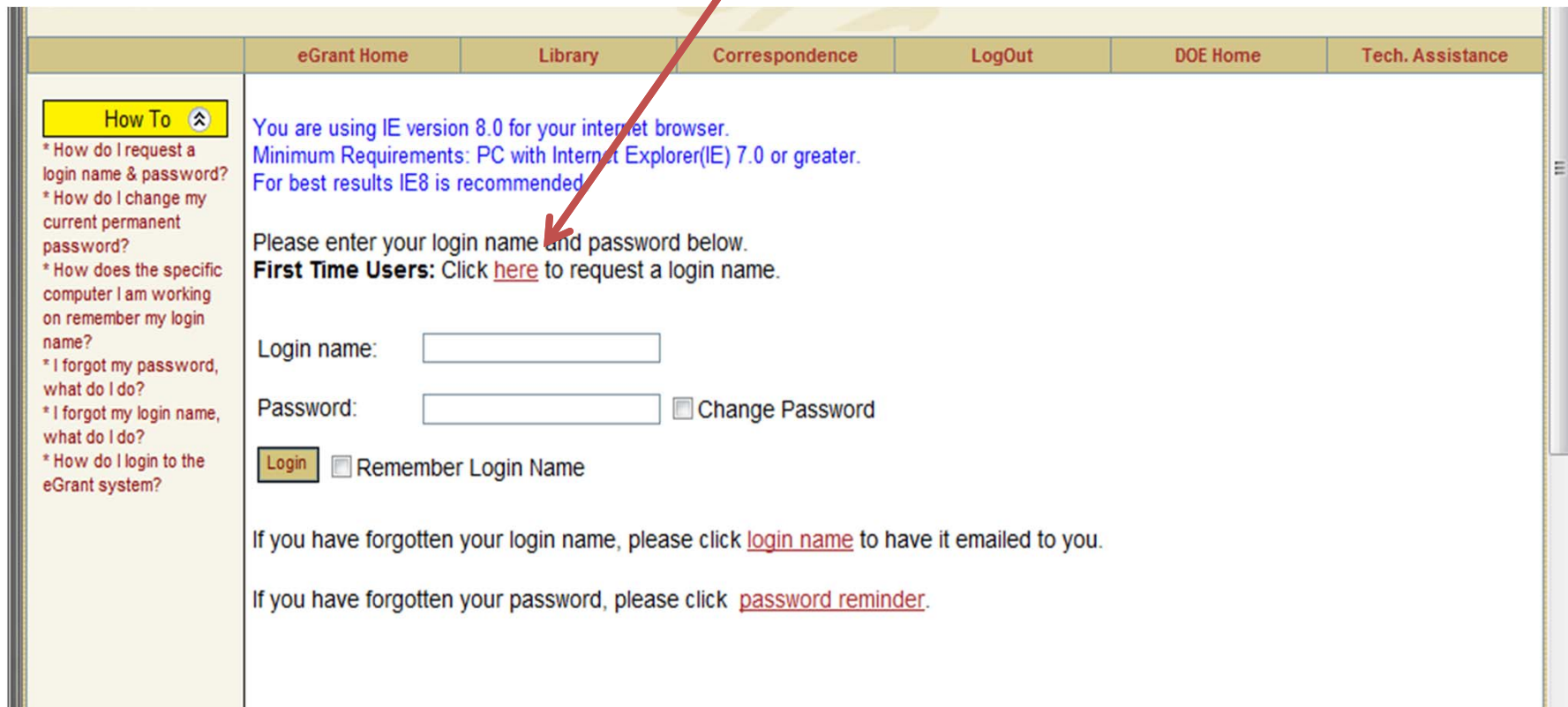
You are using IE version 8.0 for your internet browser.  
Minimum Requirements: PC with Internet Explorer(IE) 7.0 or greater.  
For best results IE8 is recommended.

[DOE Home](#) | [State Home Page](#) | [Disclaimer](#) | [Privacy Policy](#)  
700 Governors Drive, Pierre SD 57501 - (605)773-3134  
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Developed by [BPro Inc](#) ver: 1.0.0.0




# Login screen

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



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

**How To** 

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

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

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

Login name:

Password:  ☐ Change Password

☐ Remember Login Name

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

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

# Request username



The screenshot shows the 'Request Login' form on the South Dakota Department of Education's eGrant website. The header includes the department's logo and name, along with navigation links like 'eGrant Home', 'Library', 'Correspondence', 'LogOut', and 'DOE Home'. The form fields are as follows:

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

Items marked with a \* are required.

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

# Egrant Home Screen

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

The screenshot shows the egrant home screen for the South Dakota Department of Education. At the top, there is a header with the department's logo and name. Below the header is a navigation bar with buttons for Grant Home, Library, Correspondence, LogOut, DOE Home, and Tech. Assistance. The main content area displays information for the 2011-2012 Consolidated Application for Greater Scott School District 01-5. It includes a 'Select Grant' dropdown menu, a 'How To' sidebar with links to various sections, and a table listing application sections with their status, due dates, and submission links. Arrows from the text on the left point to the corresponding buttons in the navigation bar.

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

# Egrant Home (cont.)

- **How to**
  - Questions and answers
    - Will change with each new webpage
  - LEA Links
    - Will change depending on who is logged in and what permissions have been assigned to them
- **Add/View Grant Contacts**
  - Available to Supers, BM, AR, FR
  - Add school personnel who will be working on the grant
- **Permissions/Authorizations**
  - Available to Supers, BM, SR, FR
  - Assign permissions to those working on grants
- **Goals and Objectives**
  - Available to everyone
  - On every page
  - Just a view of goals (can't change them here)
- **Reimbursements/PCR**

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eGrant Home Library Correspondence LogOut DOE Home

**How To**

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

**LEA Links**

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

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

Select Grant: 2011-2012 Consolidated Application **Go**

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

Click + to expand and - to contract

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

# Egrant Home (cont.)

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







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

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Select Grant: 2011-2012 Consolidated Application  

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

Click + to expand and - to contract

Grant	Status	Due Date	Submit
 2011-2012 Consolidated Application		07/01/2011	<a href="#">PDF</a> <a href="#">Word</a> 
 General			
 General Narratives			<a href="#">PDF</a> <a href="#">Word</a> 
 Needs Assessment			<a href="#">PDF</a> <a href="#">Word</a> 
 REAP			
 Rural Education Achievement Program (REAP)			<a href="#">PDF</a> <a href="#">Word</a>
 Title I - Part A			
 Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)			<a href="#">PDF</a> <a href="#">Word</a>

# Expanding and Contracting

Click + to expand and - to contract

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

contracted →

expanded →

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



# Egrant Home (cont.)

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

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

# View/Add Grant Contacts

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

The screenshot shows the eGrant system interface for the South Dakota Department of Education. The header includes the department logo and the 'eGrant' branding. A navigation bar contains links: eGrant Home, Library, Correspondence, LogOut, DOE Home, and Tech. Assistance. The main content area is titled '2011-2012 Consolidated Application' for 'Greater Scott School District 61-5'. It features a 'Contacts' section with an 'Add Contact' button and an 'OR' section with a dropdown menu to select an existing contact. A sidebar on the left contains 'How To' and 'LEA Links' sections. The footer displays the last login time (4/27/2011 5:00:25 PM), the user's name (Beth Schiltz), and the number of current users (16).

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eGrant

eGrant Home Library Correspondence LogOut DOE Home Tech. Assistance

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

Contacts

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

**Add Contact** Add a Contact

OR

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

Or Select Contact

Last Login: 4/27/2011 5:00:25 PM  
yes:yes  
16 Current Users

Beth Schiltz : Greater Scott School District 61-5



# Add Contact

- **Add information**

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

The screenshot shows a web application interface for 'Learning. Leadership. Service.'. The top navigation bar includes links for 'eGrant Home', 'Library', 'Correspondence', and 'LogOut'. The main heading is '2011-2012 Consolidated Application' for 'Greater Scott School District 61-5'. The 'Contacts' section has a yellow banner with the text 'Add a new contact that will work on the grant application.' and an 'Add a Contact' button. Below this, there is an 'OR' section with a dropdown menu for 'Or Select Contact'. A note says 'Click down arrow to select an existing contact and update his/her information.' Below the dropdown, a note says 'Please fill in the contact information below and click Save when completed.' The form fields include: '\*First Name:', 'Middle:', '\*Last:', '\*Phone:', 'Fax:', '\*Email:', 'Position:', 'Agency:' (with a dropdown menu showing 'Greater Scott School District 61-5'), and 'School:' (with a dropdown menu). At the bottom of the form are 'Save' and 'Delete Contact' buttons. A footer bar shows 'Last Login: 4/27/2011 5:00:25 PM' and 'ves' ves'. An arrow points from the text 'Should be the inactive button' to the 'Delete Contact' button.

Should be the inactive button

# Add/Edit Contact

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

The screenshot shows a web application interface for 'Learning. Leadership. Service.' with a navigation bar containing 'eGrant Home', 'Library', 'Correspondence', and 'LogOut'. The main heading is '2011-2012 Consolidated Application' for 'Greater Scott School District 61-5'. A sidebar on the left includes a 'How To' section with a link '\* How do I add a contact?' and a 'LEA Links' section with links for 'Add/View Grant', 'Contacts', 'Assign Grant', 'Permissions / Authorizations', 'Goals and Objectives', and 'Reimbursements / PCR'. The main content area is titled 'Contacts' and contains instructions: 'Add a new contact that will work on the grant application.' and 'Add Contact' button. Below this is an 'OR' section with a dropdown menu for 'Or Select Contact' and instructions: 'Click down arrow to select an existing contact and update his/her information.' and 'Please fill in the contact information below and click Save when completed.' The form fields include: '\*First Name:', 'Middle:', '\*Last:', '\*Phone:', 'Fax:', '\*Email:', 'Position:', 'Agency:' (with a dropdown menu showing 'Greater Scott School District 61-5'), and 'School:' (with a dropdown menu). At the bottom are 'Save' and 'Delete Contact' buttons. The footer shows 'Last Login: 4/27/2011 5:00:25 PM' and 'ver: ves'.

# Permissions/Authorizations

The screenshot shows the South Dakota Department of Education's eGrant system. The header includes the department's logo and name. A navigation bar contains links to 'eGrant Home', 'Library', and 'Corres'. On the left, a sidebar has a 'How To' section with links for adding contacts, understanding contact roles, and required sections rules, followed by a 'LEA Links' section with links for adding/viewing grants, contacts, assigning grants, permissions/authorizations, goals/objectives, and reimbursements/PCR. The main content area is titled 'Grant Sections Permissions Form For: Greater S' and contains a section '1. Select Grant:' with a dropdown menu showing '2011-2012 Consolidated Application' and a 'Go' button.

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eGrant Home Library Corres

**How To** ⤴

- \* How do I add a contact to a section?
- \* What do the Contact Roles mean?
- \* Required Sections Rules

**LEA Links** ⤴

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

**Grant Sections Permissions Form For: Greater S**

**1. Select Grant:**

2011-2012 Consolidated Application ▼ **Go**

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

# Permissions/Authorizations (Cont.)

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

**1. Select Grant:**  
 2011-2012 Consolidated Application ▼

**Grant Representatives**

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

**Grant Application Representatives**

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

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

Click on Contact Name to Select or Change

**Required Contacts**

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

Red box indicating a required contact has not been selected.

Pop up reminder to select the required contacts

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

# Permissions/Authorizations (Cont.)

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

Grant Sections and Contacts

School Improvement - 1003(a) CENTRAL ELEM

Contact	Position	Role	
Beth Schiltz	Superintendent	Contact	<button>Remove</button>

School Improvement - 1003(a) ORTON ELEM

Contact	Position	Role	
Beth Schiltz	Superintendent	Contact	<button>Remove</button>

Save Changes

Save and Return

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

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

\*Contact:   \*Role:

[Need to add a new contact?](#)

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**3. All Sections Operations:**

Or

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

\*Section:

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

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

# Goals and Objectives

Close Window

Goal Number	Goal
+ >> 1	By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in reading/language a
+ >> 2	By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in mathematics.

Close Window

Close Window

Goal Number	Goal								
- >> 1	By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in reading/language a								
	<table border="1"> <thead> <tr> <th>Measurable Objective(s) To Meet Goal</th> <th>Programs, Strategies, Activities To Achieve Objective(s)</th> <th>Performance Indicators</th> <th>Title Program That Will Support Objective(s)</th> </tr> </thead> <tbody> <tr> <td>&gt;&gt; 80% of kids will sleep at night</td> <td>hit them on the head</td> <td>are their eyes shut</td> <td>Title i</td> </tr> </tbody> </table>	Measurable Objective(s) To Meet Goal	Programs, Strategies, Activities To Achieve Objective(s)	Performance Indicators	Title Program That Will Support Objective(s)	>> 80% of kids will sleep at night	hit them on the head	are their eyes shut	Title i
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>> 80% of kids will sleep at night	hit them on the head	are their eyes shut	Title i						
- >> 2	By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in mathematics.								
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Measurable Objective(s) To Meet Goal	Programs, Strategies, Activities To Achieve Objective(s)	Performance Indicators	Title Program That Will Support Objective(s)						
>> 25% of kids will like math	count m&ms	are all the ms gone	Title I						

Close Window

- The goals and objectives link on the left hand side is to be able to view the goals and objectives without having to go into the Needs Assessment – It is a view only window. Click on the + and – signs to expand or collapse.



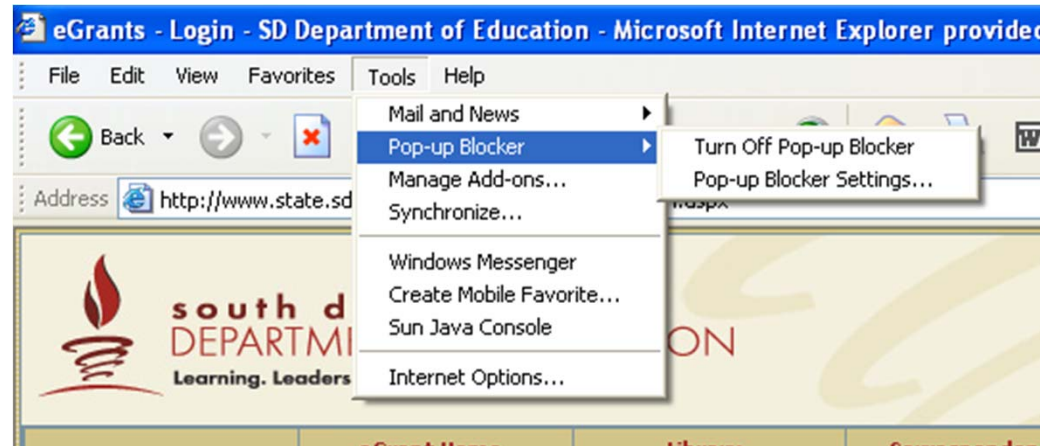
# Status and Submit Buttons

Click + to expand and - to contract

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

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

# Submitting the Grant



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



# Submitting the Grant

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

**GENERAL ASSURANCES:**

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

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

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

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

First Name:

Last Name:

**Assurances and Certification Statement:**

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

Date of Board Meeting:

☐ I Agree

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

# Submitting the Grant

eGrant Home	Library	Correspondence	LogOut	DOE Home	Tech. Assistance
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2011-2012 Consolidated Application  
Greater Scott School District 61-5

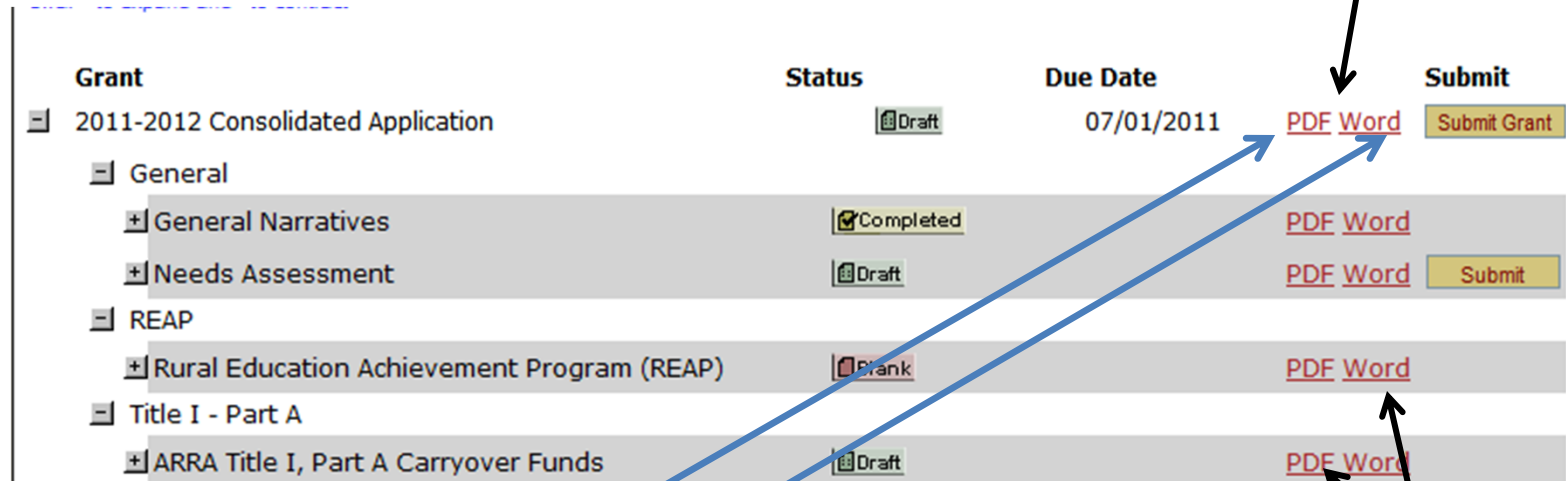
Consolidated Grant Information

Click + to expand and - to contract

Grant	Status	Due Date	Submit
2006 - 2007 Consolidated Application	Locked	08/01/2006	<a href="#">Print</a>
General			
General Narratives	Locked		<a href="#">Print</a>
Needs Assessment	Locked		<a href="#">Print</a>
Title I - Part A			
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	Locked		<a href="#">Print</a>
Title I, Part A (School Selection)	Locked		<a href="#">Print</a>
Title I - Part A - Targeted Assistance			
BEADLE ELEM	Locked		<a href="#">Print</a>
LINCOLN ELEM	Locked		<a href="#">Print</a>

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

# Printing

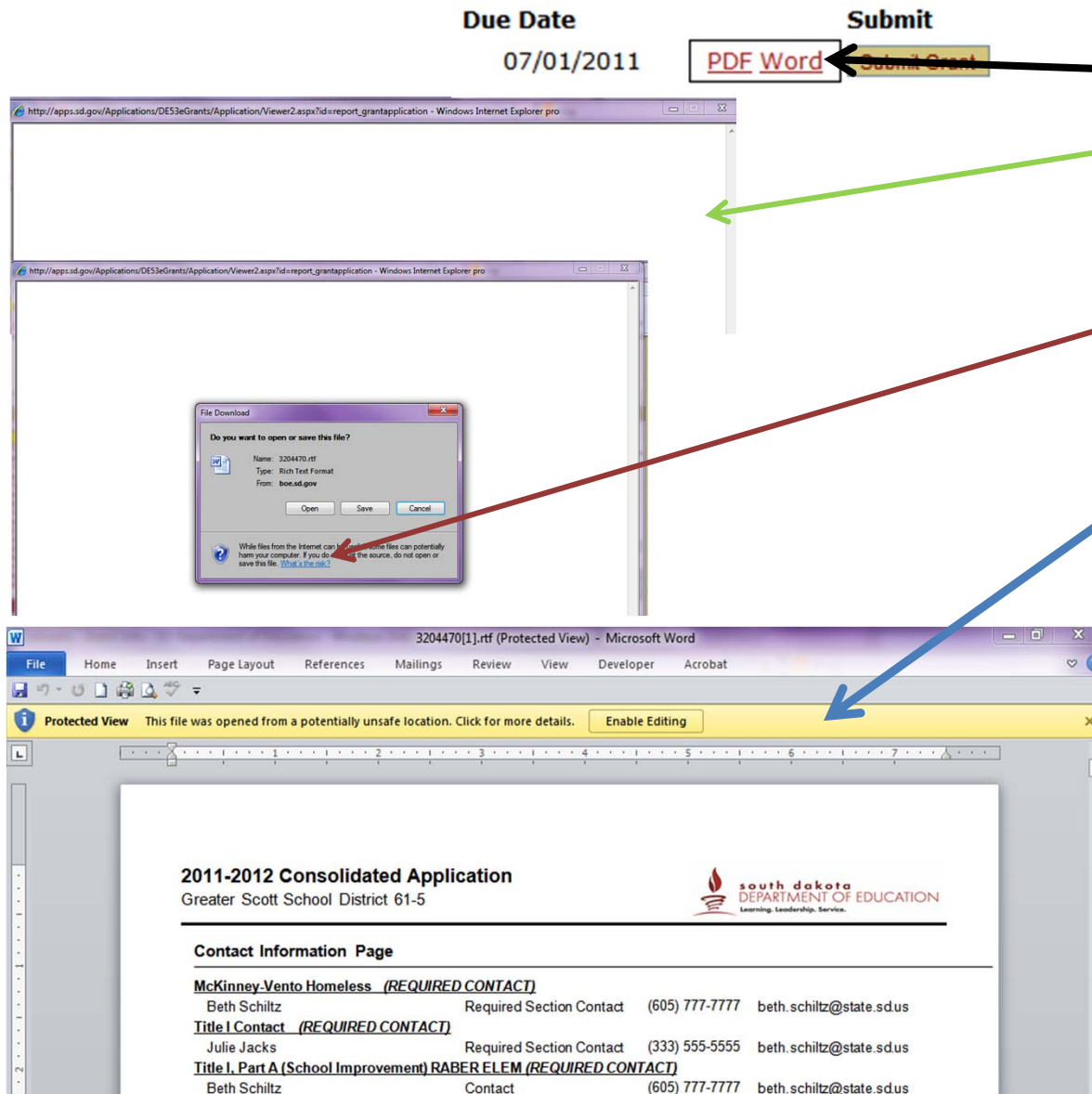


The screenshot shows a grant application interface. At the top, there are columns for 'Grant', 'Status', 'Due Date', and 'Submit'. The main content area lists various grant sections. Annotations include a black arrow pointing to the 'PDF Word' links for the main application, labeled 'Print entire application', and two black arrows pointing to the 'PDF Word' links for individual sections, labeled 'Print sections of the application'. Two blue arrows point from the bullet points in the list below to the 'PDF' and 'Word' links respectively.

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

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

# Printing as a Word Document



Click on Word

- An empty IE window will open (it may be behind other open windows – check your task bar if you don't see it).
  - It may take a few minutes for the document to load. This window will show when it's ready.
  - Choose Open. The document will open as an .rtf file
- If you have Word 2007 or 2010, the document may open in "Protected View".
- Click on Enable Editing to print or to save the file as a normal Word document.

# Printing as an Adobe PDF

Due Date 07/01/2011 **Submit**


**PDF Word** **Submit Grant**

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

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

1 / 72 96% Find

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

 **south dakota**  
DEPARTMENT OF EDUCATION  
Learning. Leadership. Service.

**Contact Information Page**

<u><b>McKinney-Vento Homeless (REQUIRED CONTACT)</b></u>			
Beth Schiltz	Required Section Contact	(605) 777-7777	beth.schiltz@state.sd.us
<u><b>Title I Contact (REQUIRED CONTACT)</b></u>			
Julie Jacks	Required Section Contact	(333) 555-5555	beth.schiltz@state.sd.us
<u><b>Title III (LEP) (REQUIRED CONTACT)</b></u>			
Beth Schiltz	Contact	(605) 777-7777	beth.schiltz@state.sd.us
<u><b>District Level Improvement</b></u>			
Beth Schiltz	Contact	(605) 777-7777	beth.schiltz@state.sd.us
<u><b>General Narratives</b></u>			

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

# Types of Questions

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

# Narrative Questions

\* Where can I find a sample Policy for Complaints of Federal Programs?

LEA Links

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

Questions

1. What are the Di...  
2. How will the di...  
3. How will the di...  
4. Describe the Di...  
5. How is the dist...  
6. Describe the st...  
7. Each district m...  
8.1. If there are pr...  
8.2. The signed Affi...

4 of 9

Cancel << >> Save

4. Describe the District's process for providing the individual student assessment reports to parents. [Section 1111(h)(6)(B)(i) of ESEA]

*You must include in your answer information about:*

- ▶ DSTEP Report, Dakota STEP - A, & ACCESS (Annual test of Progress for English Acquisition)
- ▶ Achievement Levels
- ▶ Achievement Descriptors
- ▶ Scaled Score
- ▶ Cut Score range
- ▶ The timeframe and process for distribution

it is working

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



# Check Box

section(s)?

\* How do I create a goal?

\* How to address the Special Education goals in the Consolidated application?

\* What is the Needs Assessment for Non-Public School?

\* What are Risk factors and Protective factors?

\* What revisions are necessary in the Needs Assessment Section if applying for the Title I Part A ARRA Waivers?

**LEA Links**

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

**Questions**

1. List the member...

2. Describe how st...

3. Check which spe...

4. Describe the pr...

5. Describe the...

3 of 7

**Cancel** **<<** **>>**

3. Check which specific data sources were analyzed as part of the I

**Student Achievement Data**

☐ DakotaSTEP Standards Based Reports

☐ LEA (District) Assessments

☐ Classroom assessment results

☐ Other (check the other box at the bottom to specify additions)

☐ LEP test of identification (W-APT)

☐ Annual test of Progress for English Acquisition (ACCESS)

**Review of annual district and school report cards**

☐ Assessment Reports

☐ Accountability Reports

**Surveys (Please check which survey(s) was/were completed)**

☐ Search "Attitudes and Behaviors" Survey

☐ American Drug Standard Survey

☐ SD Youth Risk Behavior Survey (general data)

☐ Staff

☐ Parents

☐ Community/Business

☐ Other (check the other box at the bottom to specify additions)

**Migrant Program Data**

☐ Migrant Certificate of Eligibility

- Question in black
- Can check as many boxes as are applicable
- If an other box, there will be a narrative box for you to add information (this one is at the bottom of the page which isn't visible on this screen shop



# Radio Box (Circle) Answers

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

The screenshot displays a web application interface for a grant application. At the top, there is a navigation bar with links: eGrant Home, Library, Correspondence, LogOut, and DOE Home. Below this, the application title is '2011-2012 Consolidated Application', and the user is identified as 'Greater Scott School District 61-5 CENTRAL ELEM'. The page indicates it is '8 of 29' questions. The specific question is '6.01. Does the school operate a School Level preschool? [Section 1115 (c)(1)(D) of ESEA]'. It features two radio button options: 'Yes' and 'No'. Navigation buttons (Cancel, <<, >>, Save) are present above and below the question. A support link is also visible on the right side of the header area.

eGrant Home Library Correspondence LogOut DOE Home

2011-2012 Consolidated Application  
Title I, Part A (Targeted Assistance)  
Greater Scott School District 61-5 CENTRAL ELEM

Last Updated: 4/29/2010

Q A Click here for support request for

8 of 29

Cancel << >> Save

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

☐ Yes  
☐ No

Cancel << >> Save

8 of 29

# Option Narrative

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

---

3 of 29

<< >>

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

*Your answer must include the following:*

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

☐ 1) Pull-out

☒ 2) In-class

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

☐ 3) Replacement

☐ 4) Extended day (before or after school)

<< >>

3 of 29

# Prioritized Needs

6. List the district's strengths and weaknesses based on the results of the comprehensive needs assessment.

These should be brief statements or phrases.

Prioritize the areas that will be addressed with the following:

Make sure to indicate if this is a prioritized need or not. The prioritized needs will be carried onto the next question.

**Strengths and Weaknesses Worksheet**

Enter the need in the box and click Add button on the right.

Strength Add

Description	Type	Prioritized Needs	
>> high reading scores in elementary	Strength	Yes	Delete
>> elementary math scores are low	Weakness	Yes	Delete
>> migrant students can't speak English	Weakness	Yes	Delete
>> test	Weakness	Yes	Delete
>> low special education reading scores in middle school	Weakness	Yes	Delete
>> enter a strength or weakness then select strength or weakness in the drop down then hit the add button	Weakness	No	Delete

Save Needs Changes

<< >>

6 of 7

Question 6 in the Needs Assessment Section

Carries forward to Question 7

Type in a strength or weakness

Select strength or weakness

Click Add button



Click the no to change to yes (only the yes's will carry forward to the next question)

**Note:** Strengths can be a prioritized need.



# Goals and Objectives

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

Due Date: 7/1/2010 12:00:00 AM  
Last Updated: 4/29/2011 3:25:32 PM by Beth Schiltz  
SEA Contact: [Beth Schiltz](#)

  Click here for support request form

7 of 7

  Save and Close

7. Describe the district's action plan for raising student achievement. Include in your answer how professional development, parent and community involvement, and technology are imbedded in the action steps of the goals. Use the worksheet provided through egrant system.

Your answer must include the following:

- ▶ The NCLB goal(s) that correlate with the need(s). The goals are broad statements at the district level.
- ▶ Objectives that reflect the needs of the district as a whole; each grade span; specific schools, if warranted (school improvement, colony school); and individual student groups. Objectives must be measurable in terms of student outcomes (except NCLB goal 3 which is teacher centered). Objectives must be listed for the period of the application, 2010-2011.
- ▶ Multiple strategies should be listed for each objective.
- ▶ Appropriate indicators must be identified for each strategy.
- ▶ Funding sources must be noted.

Title IV – please be sure to list all programs/curricula/strategies that have an impact on Title IV, even if they are not funded by Title IV, to give the reviewers a more complete picture of what services you are providing.

## Goals and Objectives Worksheet

Goal #: 

Select a goal or  
Click here to add a new goal

7 of 7

- Also found in the Needs Assessment section
- Question 7 (linked to question 6)
- Goal #
- Select a goal or click her to add a new goal button

# Add a New Goal

7 of 7  
<< >> Save and Close

7. Describe the district's action plan for raising student achievement. Include in your answer how professional development, parent and community involvement, and technology are imbedded in the action steps of the goals. Use the worksheet provided through egrant system.

Your answer must include the following:

- ▶ The NCLB goal(s) that correlate with the need(s). The goals are broad statements at the district level.
- ▶ Objectives that reflect the needs of the district as a whole; each grade span; specific schools, if warranted (school improvement, colony school); and individual student groups. Objectives must be measurable in terms of student outcomes (except NCLB goal 3 which is teacher centered). Objectives must be listed for the period of the application, 2010-2011.
- ▶ Multiple strategies should be listed for each objective.
- ▶ Appropriate indicators must be identified for each strategy.
- ▶ Funding sources must be noted.

Title IV – please be sure to list all programs/curricula/strategies that have an impact on Title IV, even if they are not funded by Title IV, to give the reviewers a more complete picture of what services you are providing.

## Goals and Objectives Worksheet

Performance Goals:

Add Goal

Need(s):

- ☐ high reading scores in elementary
- ☐ elementary math scores are low
- ☐ migrant students can't speak English
- ☐ test
- ☐ low special education reading scores in middle school

Cancel

<< >>

7 of 7

## Goals and Objectives Worksheet

Performance Goals:

(NCLB Goal 1b)

By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in mathematics.

Add Goal

Need(s):

- ☐ high reading scores in elementary
- ☒ elementary math scores are low
- ☐ migrant students can't speak English
- ☐ test
- ☐ low special education reading scores in middle school

Cancel

<< >>

- Notice add goal button is grayed out in first screen shot
- Need to select a need
- Also must select a performance goal (these are the NCLB goals)
- Once a need and a goal have been selected the button will become active (see second screen shot)

# Measurable Objectives

- Click the add objective button
- Opens text boxes to type
- To add another objective, click add objective button again.
- When done – **don't forget** to click the save button at the bottom
- To add a new goal, click the add new goal button at bottom

**Goals and Objectives Worksheet**

Goal #: 2 Performance Goals: (NCLB Goal 1b) By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in mathematics.

Add Goal Delete Goal

**Need(s):**

☐ high reading scores in elementary  
☒ elementary math scores are low  
☐ migrant students can't speak English  
☐ test  
☐ low special education reading scores in middle school

Measurable Objective(s) To Meet Goal	Programs, Strategies, Activities To Achieve Objective(s)	Performance Indicators	Funding Source That Will Support Objective(s)
Add... Objective			

Cancel Save Changes Click here to add a new goal

<< >> 7 of 7

**Goals and Objectives Worksheet**

Goal #: 2 Performance Goals: (NCLB Goal 1b) By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in mathematics.

Add Goal Delete Goal

**Need(s):**

☐ high reading scores in elementary  
☒ elementary math scores are low  
☐ migrant students can't speak English  
☐ test  
☐ low special education reading scores in middle school

Measurable Objective(s) To Meet Goal	Programs, Strategies, Activities To Achieve Objective(s)	Performance Indicators	Funding Source That Will Support Objective(s)
80 % of elementary students will ---- with 80	programs and activities will go here	this is where you will put how you will know you have met this objective	These are the funding sources -- don't put in dollar amounts.
*			

Add... Objective

Cancel Save Changes Click here to add a new goal



# Look at goal already added

**Goals and Objectives Worksheet**

Goal #: 2 Performance Goals: (NCLB Goal 1b) By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in mathematics.

Add Goal Delete Goal

Need(s): 3

☐ high reading scores in elementary  
☒ elementary math scores are low  
☐ migrant students can't speak English  
☐ test  
☐ low special education reading scores in middle school

	Measurable Objective(s) To Meet Goal	Programs, Strategies, Activities To Achieve Objective(s)	Performance Indicators	Funding Source That Will Support Objective (s)	
>>	80 % of elementary students will ----- with 80	programs and activities will go here	this is where you will put how you will know you have met this objective	These are the funding sources -- don't put in doll	<span>Delete</span>

Add... Objective

Cancel Save Changes Click here to add a new goal

- Click in the drop down box (notice there are already 3 goals added). **Do not click** in the performance goals to see goals that have already been added.
- Once you select a goal, the page will automatically refresh to show that goal
- To select another goal, again go to the drop down box and select a goal.

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

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

Click on column headers to sort

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

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

Update/Rank

## 3. PRIVATE SCHOOLS RECEIVING TITLE I SERVICES

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

Add New Private School

Save Cancel

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

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



# School Selection – question 4

12. Enter the amounts to be set aside for the following purposes:

a. Administrative Costs	<input type="text" value="1,000"/>	
b. District Level Professional Development	<input type="text" value="5,000"/>	(% Private = \$343.00)
c. Homeless Set-Aside	<input type="text" value="0"/>	
d. Indirect Costs	<input type="text" value="0"/>	
e. Neglected or Delinquent Set-Aside	<input type="text" value="0"/>	
f. Non-Instructional Services for Non-Public Students	<input type="text" value="0"/>	
g. Parent Involvement Set-Aside (1% for LEAs with allocations over \$500,000)	<input type="text" value="0"/>	(% Private = \$0.00)
h. District Level Preschool	<input type="text" value="0"/>	
i. District Level Summer School	<input type="text" value="0"/>	(% Private = \$0.00)
j. School Improvement Choice Related Transportation	<input type="text" value="0"/>	
k. School Improvement Supplemental Educational Services	<input type="text" value="0"/>	
l. Other	<input type="text" value="0"/>	

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

# School Selection – Question 5

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

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

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

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

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

Poverty Average

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

Save/Recalculate Cancel

<< >>  
5 of 5

# Budget Summary page

Current status is: [Draft](#)

**Funds Available to Budget** \$0

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

**Funding Summary**

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

[Edit Budget Details](#) [Approve All Budget Items](#)

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

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

# Budget Details page

## 100-Salaries

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

## 200-Employee Benefits

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

## 300-Purchased Services

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

## 500-Capital Acquisition

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

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

Save Changes

Save And View Budget Summary

Cancel Changes

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

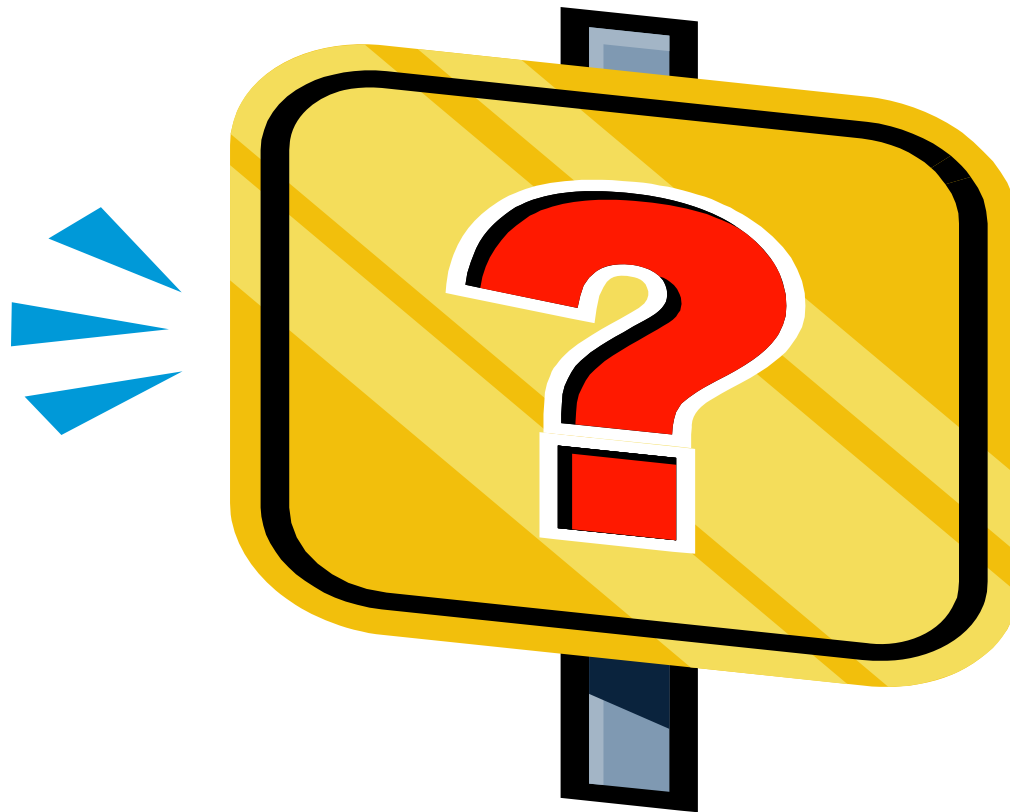
Click in the first box to engage the drop down – select the appropriate program activity

In the next column, type in the activity description

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

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

# Questions



# Contact Information

Dr. Kris Harms, Title I Director  
605-773-6509

[Kristine.Harms@state.sd.us](mailto:Kristine.Harms@state.sd.us)

Rob Huffman, Grants  
Management

605-773-4600

[Robyn.Huffman@state.sd.us](mailto:Robyn.Huffman@state.sd.us)

- Beth Schiltz (program)
  - 605-773-4716
  - [Beth.Schiltz@state.sd.us](mailto:Beth.Schiltz@state.sd.us)
- Paul Schreiner (fiscal)
  - 605-773-7108
  - [Paul.Schreiner@state.sd.us](mailto:Paul.Schreiner@state.sd.us)
- Or any of the Title I program personnel
  - [DawnL.Smith@state.sd.us](mailto:DawnL.Smith@state.sd.us)
  - [Jenifer.Palmer@state.sd.us](mailto:Jenifer.Palmer@state.sd.us)
  - [Betsy.Chapman@state.sd.us](mailto:Betsy.Chapman@state.sd.us)
  - [Laura.Johnson-Frame@state.sd.us](mailto:Laura.Johnson-Frame@state.sd.us)
  - [Christine.Christopherson@state.sd.us](mailto:Christine.Christopherson@state.sd.us)
  - [Shawna.Poitra@state.sd.us](mailto:Shawna.Poitra@state.sd.us)



# Consolidated Application 2011-2012

May 2011

# Purpose of Presentation

- Minimal changes required
- General Narrative
- Needs Assessment
- School Selection Section
- Title I, Part A
- Targeted Assistance or Schoolwide
- Private Schools is Applicable
- Title II Part A and Part D
- REAP
- Budget
- Other Concerns

# Minimal Changes

- Print out and review current application
- Edit dates, names
- Make sure application accurately reflects each program

# General Narrative

- Assessment and Accountability Question
- Safe and Drug Free Schools Question
- Complaint Policy Question
  - Briefly explain policy – **DO NOT** insert the policy

# Needs Assessment

- Comprehensive Needs Assessment
- Prioritized Needs
  - Strengths can be needs
- Goals and Objectives

# Title I, Part A (School Selection)

- If this section is not completed your application is NOT in substantially approvable form and you CANNOT obligate funds.
- If you have trouble with this section, call your program representative.



# School Selection Section

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

Click on column headers to sort

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

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

Update/Rank

## 3. PRIVATE SCHOOLS RECEIVING TITLE I SERVICES

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

Add New Private School

Save Cancel

- Question 3
- Select the Title I program
- Enter number of student for each attendance center listed even if not a Title I program
- Check private schools that have Title I services

# School Selection

- Question 4 – Set Asides
  - Administrative Costs
  - District Level Professional Development
  - Homeless Set Aside
  - Indirect Costs
  - Neglected or Delinquent Set-Aside
  - Non-Instructional Services for Non-Public Students
  - Parent Involvement Set-Aside (1% for districts with allocations over \$500,000)
  - District level Preschool (this is a Title I preschool)
  - District level Summer School (Title I summer school)
  - School Improvement – Choice
  - School Improvement - SES
  - Other

# School Selection

- Question 5
  - Distribution of funds to each Title I attendance center
  - Enter per student amount (can vary from attendance area to attendance area)
  - If you have a private school, you will need to enter the number of students in that private school by attendance area

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

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

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

15. Enter amount to be Distributed to Public and Non-Public Schools (\$6,000.00)

Poverty Average 44.84 %

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

Save/Recalculate Cancel

5 of 5

# Title I, Part A

- Asks about the set asides that are indicated in the school selection section – question 4
- These are district level questions
- Check answers for accuracy
- Preschool and summer school questions are if there is a district level preschool or district level summer school
  - District wide Title I preschool (set aside will show up in question 4 of school selection section) – would need to do a composite needs assessment to identify those most in need
  - Same with other set asides such

# Targeted Assisted or Schoolwide

- Sections are specific to each school
- Need to complete question 3 of the school selection before these sections will appear
- Check answers for accuracy

# Title I for Private Schools

- For those with students attending a private schools
  - Doesn't have to be within the district boundaries
  - Amount will depend on the number of low income students attending the private school – figured during consultation – and through question 5 of School Selection
  - Affirmation of Consultation and Verification of Participation forms are available through eGrant system



# Title II, Part A and Part D

## Title II, Part A

- Not really any changes
- Check answers for accuracy

## Title II, Part D

- If have carry-over, will need to fill out
- If do not have any carry-over let Rob or Beth know by email and the section will be taken out

# REAP

- Check answers for accuracy
- Still have Title II, Part D; Title IV; and Title V available for activities, however no funds contribute to the pool of money available

# Budgets

- Not loaded into the system at this time
- Can find the estimates on the Grants management website
  - These are only estimates as the final allocations have not been received from US Ed at this time.
  - <http://doe.sd.gov/ofm/grantallocations.asp>
- Budget details need to be specific
  - #of staff
  - Amount FTE

# Other Concerns

- New superintendent and business manager
  - Make sure to enter in the Add/Edit contacts
    - Need their own login and password
    - If help needed, call and will walk through the process
  - Users New to eGrant PowerPoint available on DOE website
    - Will also be a webinar in August for new Users
    - <http://doe.sd.gov/ofm/LEAapp.asp>
- Should not borrow someone else's login and password
- Special Education application will also be available of the Egrant system (soon)



# Questions



# Contacts for Title Team

- Kris Harms, Title I Director
- Beth Schiltz
- Dawn Smith
- Laura Johnson-Frame
- Julie Elrod
- Shannon Malone
- Jenifer Palmer
- Betsy Chapman
- Shawna Poitra
- Christine Christopherson
- Rob Huffman
- Paul Schreiner

Program representative for you district can be found at <http://www.doe.sd.gov/ofm/LEAapp.asp> under Documents on the right-hand side (to be updated soon)



# Egrant Link

Getting to the eGrant login page


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




You can also go to:

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

# Login Message



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LogOut

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

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

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

[DOE Home](#) | [State Home Page](#) | [Disclaimer](#) | [Privacy Policy](#)  
700 Governors Drive, Pierre SD 57501 - (605)773-3134  
Copyright © 2004 South Dakota Department of Education  
Developed by [BPro Inc](#) ver:

# Login screen

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

The screenshot shows the eGrant login interface. At the top is a navigation bar with links: eGrant Home, Library, Correspondence, LogOut, DOE Home, and Tech. Assistance. On the left is a 'How To' sidebar with a list of help topics. The main content area contains a browser version warning, login instructions, and input fields for login name and password. Annotations include a red arrow pointing from the 'here' link in the instructions to the word 'here' in the browser warning, and a purple arrow pointing from the text 'Minimum system requirements' to the same 'here' link.

**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](#).

Minimum system requirements

# Request username



The screenshot shows the 'Request Login' form on the South Dakota Department of Education's eGrant website. The header includes the department's logo and name, along with navigation links like 'eGrant Home', 'Library', 'Correspondence', 'LogOut', and 'DOE Home'. The form fields are as follows:

- \*First Name:
- \*Last:
- \*Email:
- \*Agency:
- \*Requested Login Name:

If you forget your login name or password, the question and answer below will be used to retrieve it.

- \*Login Question:
- \*Login Answer:

Items marked with a \* are required.

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

# Egrant Home Screen

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

The screenshot shows the Egrant Home Screen for the South Dakota Department of Education. The header includes the department logo and the 'eGrant' logo. A navigation bar contains buttons for 'Grant Home', 'Library', 'Correspondence', 'LogOut', 'DOE Home', and 'Tech. Assistance'. The main content area displays the '2011-2012 Consolidated Application' for 'Greater Scott School District 01-5'. It includes a 'Select Grant' dropdown menu and a table of application sections with their status, due dates, and submission links.

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



# Egrant Home (cont.)

- **How to**
  - Questions and answers
    - Will change with each new webpage
  - LEA Links
    - Will change depending on who is logged in and what permissions have been assigned to them
- **Add/View Grant Contacts**
  - Available to Supers, BM, AR, FR
  - Add school personnel who will be working on the grant
- **Permissions/Authorizations**
  - Available to Supers, BM, SR, FR
  - Assign permissions to those working on grants
- **Goals and Objectives**
  - Available to everyone
  - On every page
  - Just a view of goals (can't change them here)
- **Reimbursements/PCR**

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eGrant Home Library Correspondence LogOut DOE Home

**How To**

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

**LEA Links**

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

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

Select Grant: 2011-2012 Consolidated Application **Go**

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

Click + to expand and - to contract

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

# Egrant Home (cont.)

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








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

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Select Grant: 2011-2012 Consolidated Application  

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

Click + to expand and - to contract

Grant	Status	Due Date	Submit
 2011-2012 Consolidated Application		07/01/2011	<a href="#">PDF</a> <a href="#">Word</a> 
 General			
 General Narratives			<a href="#">PDF</a> <a href="#">Word</a> 
 Needs Assessment			<a href="#">PDF</a> <a href="#">Word</a> 
 REAP			
 Rural Education Achievement Program (REAP)			<a href="#">PDF</a> <a href="#">Word</a>
 Title I - Part A			
 Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)			<a href="#">PDF</a> <a href="#">Word</a>



# Expanding and Contracting

Click + to expand and - to contract

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

contracted

expanded

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

# Egrant Home (cont.)

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

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

# Types of Questions

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

# Narrative Questions

\* Where can I find a sample Policy for Complaints of Federal Programs?

LEA Links

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

Questions

1. What are the Di...  
2. How will the di...  
3. How will the di...  
4. Describe the Di...  
5. How is the dist...  
6. Describe the st...  
7. Each district m...  
8.1. If there are pr...  
8.2. The signed Affi...

4 of 9

Cancel << >> Save

4. Describe the District's process for providing the individual student assessment reports to parents. [Section 1111(h)(6)(B)(i) of ESEA]

*You must include in your answer information about:*

- ▶ DSTEP Report, Dakota STEP - A, & ACCESS (Annual test of Progress for English Acquisition)
- ▶ Achievement Levels
- ▶ Achievement Descriptors
- ▶ Scaled Score
- ▶ Cut Score range
- ▶ The timeframe and process for distribution

it is working

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

# Check Box

section(s)?

\* How do I create a goal?

\* How to address the Special Education goals in the Consolidated application?

\* What is the Needs Assessment for Non-Public School?

\* What are Risk factors and Protective factors?

\* What revisions are necessary in the Needs Assessment Section if applying for the Title I Part A ARRA Waivers?

**LEA Links**

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

**Questions**

1. List the member...

2. Describe how st...

3. Check which spe...

4. Describe the pr...

5. Describe the...

3 of 7

**Cancel** **<<** **>>**

3. Check which specific data sources were analyzed as part of the I

**Student Achievement Data**

☐ DakotaSTEP Standards Based Reports

☐ LEA (District) Assessments

☐ Classroom assessment results

☐ Other (check the other box at the bottom to specify additions)

☐ LEP test of identification (W-APT)

☐ Annual test of Progress for English Acquisition (ACCESS)

**Review of annual district and school report cards**

☐ Assessment Reports

☐ Accountability Reports

**Surveys (Please check which survey(s) was/were completed)**

☐ Search "Attitudes and Behaviors" Survey

☐ American Drug Standard Survey

☐ SD Youth Risk Behavior Survey (general data)

☐ Staff

☐ Parents

☐ Community/Business

☐ Other (check the other box at the bottom to specify additions)

**Migrant Program Data**

☐ Migrant Certificate of Eligibility

- Question in black
- Can check as many boxes as are applicable
- If an other box, there will be a narrative box for you to add information (this one is at the bottom of the page which isn't visible on this screen shop

# Radio Box (Circle) Answers

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

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

2010-2011 Consolidated Application  
Title I, Part A (Targeted Assistance)  
Greater Scott School District 61-5 CENTRAL ELEM

Last Updated: 4/29/2010

Q A Click here for support request for

---

8 of 29

Cancel << >> Save

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

☐ Yes

☐ No

Cancel << >> Save

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# Option Narrative

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

---

3 of 29

<< >>

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

*Your answer must include the following:*

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

☐ 1) Pull-out

☒ 2) In-class

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

☐ 3) Replacement

☐ 4) Extended day (before or after school)

<< >>

3 of 29



# View/Add Grant Contacts

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

The screenshot shows the 'eGrant' interface for the South Dakota Department of Education. The header includes the department logo and the 'eGrant' brand name. A navigation bar contains links: eGrant Home, Library, Correspondence, LogOut, DOE Home, and Tech. Assistance. The main content area is titled '2011-2012 Consolidated Application' for 'Greater Scott School District 61-5'. It features a 'Contacts' section with an 'Add Contact' button and an 'OR' section with a dropdown menu to 'Or Select Contact'. A sidebar on the left has 'How To' and 'LEA Links' sections. The footer displays the last login time (4/27/2011 5:00:25 PM), the user name (Beth Schiltz), and the number of current users (16).

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eGrant

eGrant Home Library Correspondence LogOut DOE Home Tech. Assistance

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

Contacts

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

**Add Contact** Add a Contact

OR

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

**Or Select Contact** [Dropdown Arrow]

Last Login: 4/27/2011 5:00:25 PM  
yes:yes  
16 Current Users

Beth Schiltz : Greater Scott School District 61-5

# Add Contact

- **Add information**

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

The screenshot shows a web application interface for 'Learning. Leadership. Service.'. The top navigation bar includes links for 'eGrant Home', 'Library', 'Correspondence', and 'LogOut'. The main heading is '2011-2012 Consolidated Application' for 'Greater Scott School District 61-5'. The 'Contacts' section is active, displaying the instruction: 'Add a new contact that will work on the grant application.' Below this, there is an 'Add Contact' button and an 'OR' section with a dropdown menu labeled 'Or Select Contact'. A note says 'Click down arrow to select an existing contact and update his/her information.' Below the dropdown, a prompt says 'Please fill in the contact information below and click Save when completed.' The form fields include: '\*First Name:', 'Middle:', '\*Last:', '\*Phone:', 'Fax:', '\*Email:', 'Position:', 'Agency:' (with a dropdown menu showing 'Greater Scott School District 61-5'), and 'School:' (with a dropdown menu). At the bottom of the form are 'Save' and 'Delete Contact' buttons. A footer bar shows 'Last Login: 4/27/2011 5:00:25 PM' and 'ves\ves'. An arrow points from the text 'Should be the inactive button' to the 'Delete Contact' button.

Should be the inactive button

# Add/Edit Contact

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

The screenshot shows a web application interface for 'Learning. Leadership. Service.' with a navigation bar containing 'eGrant Home', 'Library', 'Correspondence', and 'LogOut'. The main heading is '2011-2012 Consolidated Application' for 'Greater Scott School District 61-5'. A sidebar on the left includes a 'How To' section with a link '\* How do I add a contact?' and a 'LEA Links' section with links for 'Add/View Grant', 'Contacts', 'Assign Grant', 'Permissions / Authorizations', 'Goals and Objectives', and 'Reimbursements / PCR'. The main content area is titled 'Contacts' and contains instructions: 'Add a new contact that will work on the grant application.' and 'Add Contact' button. Below this is an 'OR' section with a dropdown menu for 'Or Select Contact' and instructions: 'Click down arrow to select an existing contact and update his/her information.' and 'Please fill in the contact information below and click Save when completed.' The form fields include: '\*First Name:', 'Middle:', '\*Last:', '\*Phone:', 'Fax:', '\*Email:', 'Position:', 'Agency:' (with a dropdown menu showing 'Greater Scott School District 61-5'), and 'School:' (with a dropdown menu). At the bottom are 'Save' and 'Delete Contact' buttons. The footer shows 'Last Login: 4/27/2011 5:00:25 PM' and 'ver: ves'.

# Permissions/Authorizations

The screenshot displays the South Dakota Department of Education's eGrant system. The header features the department's logo and name. A navigation bar includes links for 'eGrant Home', 'Library', and 'Corres'. On the left, a sidebar contains a 'How To' section with links for adding contacts, understanding contact roles, and required sections rules, as well as an 'LEA Links' section with links for adding/viewing grants, contacts, assigning grants, permissions/authorizations, goals/objectives, and reimbursements/PCR. The main content area is titled 'Grant Sections Permissions Form For: Greater S' and shows a step '1. Select Grant:' with a dropdown menu set to '2011-2012 Consolidated Application' and a 'Go' button.

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eGrant Home Library Corres

**How To** ⬆

- \* How do I add a contact to a section?
- \* What do the Contact Roles mean?
- \* Required Sections Rules

**LEA Links** ⬆

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

**Grant Sections Permissions Form For: Greater S**

**1. Select Grant:**

2011-2012 Consolidated Application ▼ **Go**

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

# Permissions/Authorizations (Cont.)

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

**1. Select Grant:**  
 2011-2012 Consolidated Application ▼

---

**Grant Representatives**

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

---

**Grant Application Representatives**

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

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

Click on Contact Name to Select or Change

---

**Required Contacts**

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

Red box indicating a required contact has not been selected.

Pop up reminder to select the required contacts

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

# Permissions/Authorizations (Cont.)

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

Grant Sections and Contacts

School Improvement - 1003(a) CENTRAL ELEM

Contact	Position	Role	
Beth Schiltz	Superintendent	Contact	<button>Remove</button>

School Improvement - 1003(a) ORTON ELEM

Contact	Position	Role	
Beth Schiltz	Superintendent	Contact	<button>Remove</button>

Save Changes

Save and Return

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

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

\*Contact:   \*Role:

[Need to add a new contact?](#)

---

**3. All Sections Operations:**

Or

---

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

\*Section:

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

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

## **How to enter a New Superintendent or Business Manager**

LEA Administrators complete this section of the eGrant system.

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

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

**Step 3:** Make the old Superintendent or Business Manager inactive by clicking the 'Make Contact Inactive' button (By deleting them you will delete any information they may have added, by making them inactive they no longer have access to your district's application.)

**Step 4:** Click 'OK' in the pop-up window to make contact inactive.

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

**Step 6:** Click 'Add Contact'.

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

**Step 8:** Click the 'Save' button.

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

**Step 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.



# School Selection

- **If this section is not completed**

- Your application is NOT in substantially approvable form. THIS MEANS THE DISTRICT **CANNOT** OBLIGATE FUNDS.

- Purchases or obligations made before the application is considered substantially approvable could be DENIED.

- The individual school sections will not show up.

- If you have trouble with this section, call your program representative.



## 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

1 of 5

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

1 of 5

### Question 2:

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.

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Greater Scott School District 61-5

Last Updated: 5/11/2011

2 of 5

Cancel << >> Save

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

Cancel << >> Save

2 of 5

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

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

Click on column headers to sort

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

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

Update/Rank

## 3. PRIVATE SCHOOLS RECEIVING TITLE I SERVICES

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

Add New Private School

Save Cancel

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

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

# School Selection – question 4

12. Enter the amounts to be set aside for the following purposes:

a. Administrative Costs	<input type="text" value="1,000"/>	
b. District Level Professional Development	<input type="text" value="5,000"/>	(% Private = \$343.00) =
c. Homeless Set-Aside	<input type="text" value="0"/>	
d. Indirect Costs	<input type="text" value="0"/>	
e. Neglected or Delinquent Set-Aside	<input type="text" value="0"/>	
f. Non-Instructional Services for Non-Public Students	<input type="text" value="0"/>	
g. Parent Involvement Set-Aside (1% for LEAs with allocations over \$500,000)	<input type="text" value="0"/>	(% Private = \$0.00)
h. District Level Preschool	<input type="text" value="0"/>	
i. District Level Summer School	<input type="text" value="0"/>	(% Private = \$0.00)
j. School Improvement Choice Related Transportation	<input type="text" value="0"/>	
k. School Improvement Supplemental Educational Services	<input type="text" value="0"/>	
l. Other	<input type="text" value="0"/>	

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

# School Selection – Question 5

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

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

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

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

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

Poverty Average

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

Save/Recalculate Cancel

<< >>  
5 of 5

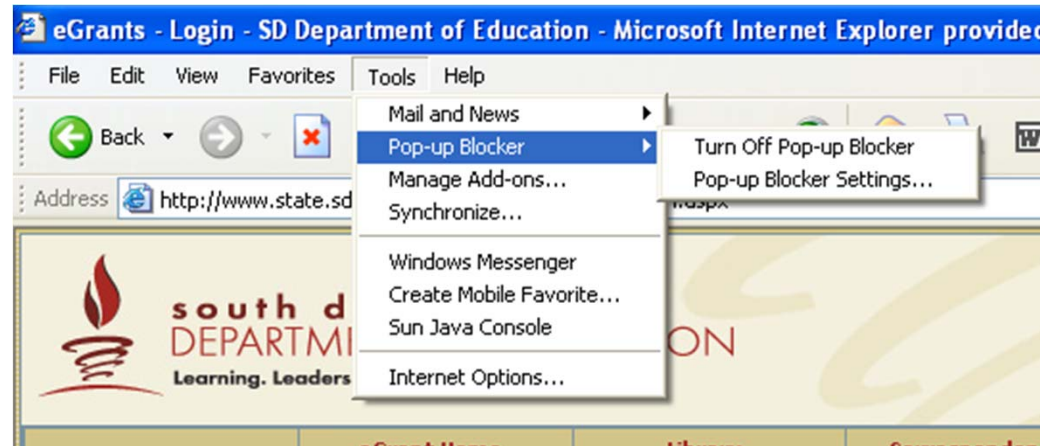
# Status and Submit Buttons

Click + to expand and - to contract

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

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

# Submitting the Grant



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



# Submitting the Grant

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

**GENERAL ASSURANCES:**

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

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

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

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

First Name:

Last Name:

**Assurances and Certification Statement:**

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

Date of Board Meeting:

☐ I Agree

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

# Submitting the Grant

eGrant Home	Library	Correspondence	LogOut	DOE Home	Tech. Assistance
-------------	---------	----------------	--------	----------	------------------

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

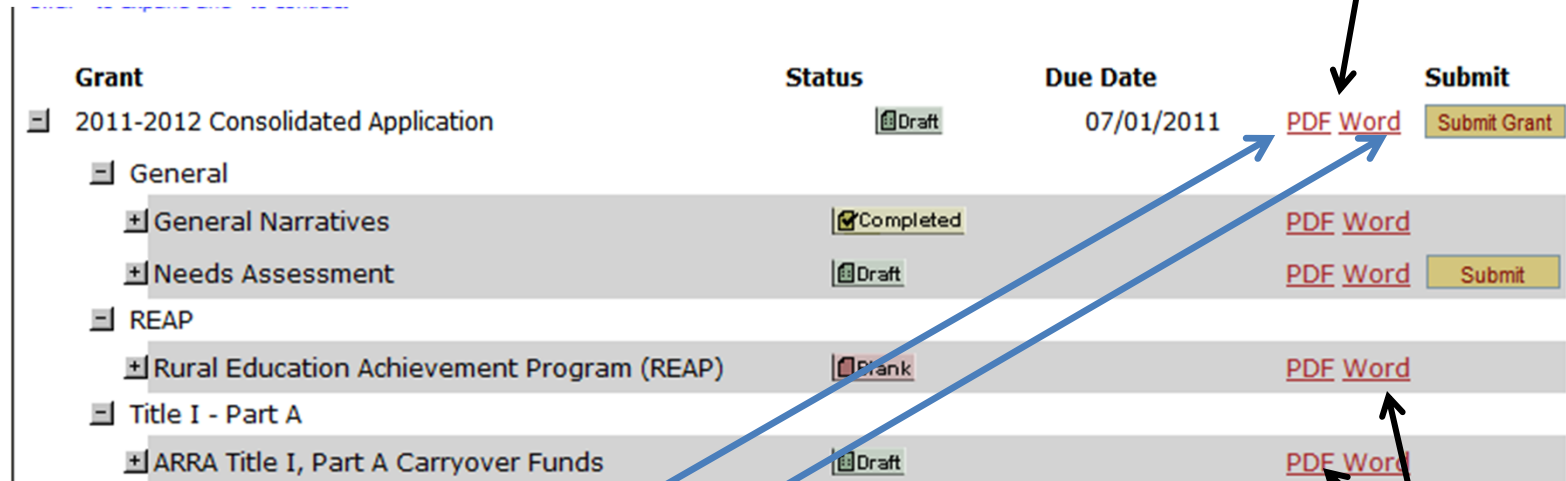
Click + to expand and - to contract

Grant	Status	Due Date	Submit
2011-2012 Consolidated Application	Locked	07/01/2011	<a href="#">Print</a>
General			
General Narratives	Locked		<a href="#">Print</a>
Needs Assessment	Locked		<a href="#">Print</a>
Title I - Part A			
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	Locked		<a href="#">Print</a>
Title I, Part A (School Selection)	Locked		<a href="#">Print</a>
Title I - Part A - Targeted Assistance			
BEADLE ELEM	Locked		<a href="#">Print</a>
LINCOLN ELEM	Locked		<a href="#">Print</a>

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



# Printing

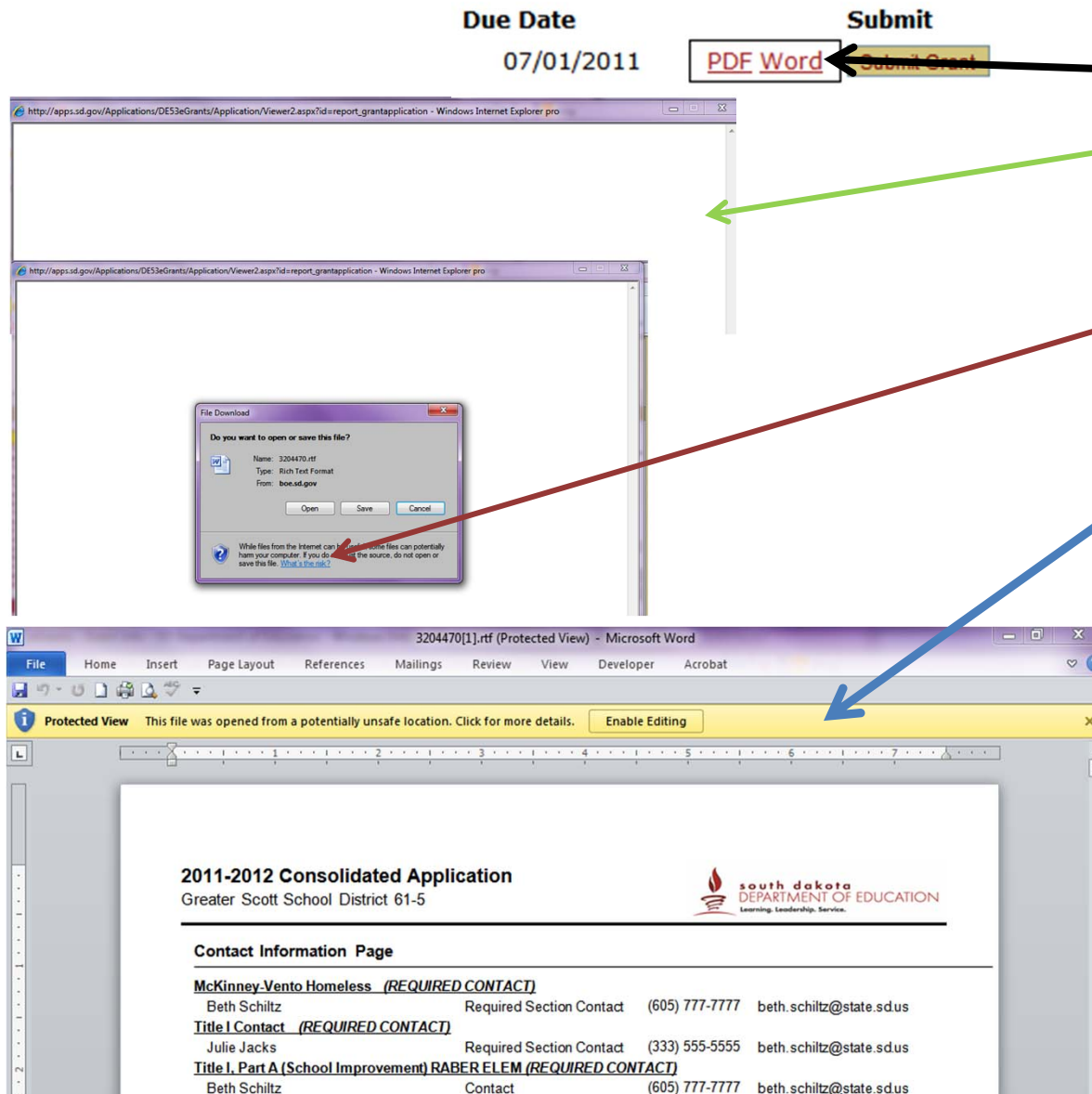


The screenshot shows a grant application interface with columns for Grant, Status, Due Date, and Submit. The 'Grant' column is expanded to show a tree structure of application sections. The 'Status' column shows the current status of each section. The 'Due Date' column shows the deadline for the application. The 'Submit' column contains links to print the application in PDF or Word format, and a 'Submit Grant' button. Annotations include a black arrow pointing to the 'PDF Word' links for the entire application, and two blue arrows pointing to the 'PDF' and 'Word' links for individual sections. A black arrow also points to the 'PDF Word' links for individual sections, with the text 'Print sections of the application'.

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

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

# Printing as a Word Document



Click on Word

- An empty IE window will open (it may be behind other open windows – check your task bar if you don't see it).
  - It may take a few minutes for the document to load. This window will show when it's ready.
  - Choose Open. The document will open as an .rtf file
- If you have Word 2007 or 2010, the document may open in "Protected View".
- Click on Enable Editing to print or to save the file as a normal Word document.

# Printing as an Adobe PDF

Due Date 07/01/2011 **Submit**

**PDF Word** **Submit Grant**

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

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

1 / 72 96% Find

**2011-2021 Consolidated Application**  
Greater Scott School District 61-5

**CONTACT INFORMATION PAGE**

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

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

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

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

**General Narratives**

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

# Needs Assessment – Strengths & Weaknesses (Question 6)

3 of 4

3. List the districts' strengths and weaknesses.

**Strengths and Weaknesses Worksheet**

Add  Strength Add

	Description	Type	Prioritized Needs	
>>	A highly qualified staff	Strength	No	Delete
>>	Strong community support for education	Strength	No	Delete
>>	Commitment to staff development	Strength	No	Delete
>>	Strong parent involvement in conferences, PTA and curriculum studies	Strength	No	Delete
>>	Strong student attendance	Strength	No	Delete
>>	Commitment to technology in instruction	Strength	No	Delete
>>	Strong achievement scores in science and social studies	Strength	No	Delete
>>	Increasingly improved graduation rate	Strength	No	Delete
>>	All attendance centers are NCA schools and have formed one united effort toward meeting the same district goals.	Strength	No	Delete
>>	Student reading comprehension performance at all grade levels	Weakness	Yes	Delete
>>	Student Problem-Solving at all grade levels	Weakness	Yes	Delete
>>	Student awareness on dangers of drugs and alcohol	Weakness	Yes	Delete
>>	Student safety on school property	Weakness	Yes	Delete

Save Needs Changes

- Strengths & Weaknesses (question 6)**
- Type in the strength or weakness
  - Use the drop-down box to select 'strength' or 'weakness'
  - Click 'Add' ico
  - Type in another strength or weakness
    - May add as many as you need
  - To select if they are a prioritized need – double click on the no and a drop-down will appear to select yes if it is a prioritized need.
  - Those selected as a prioritized need will appear on your goals & objectives question
  - To delete a strength or weakness, click the delete icon on the right side of the strength or weakness

# Needs Assessment – Strengths & Weaknesses & Prioritized Needs (Question 6)

9. List the district's strengths and weaknesses based on the results of the comprehensive needs assessment.

These should be brief statements or phrases.

Prioritize the areas that will be addressed with

Make sure to indicate if this is a prioritized need or not. The prioritized needs will be carried onto the next question.

**Strengths and Weaknesses Worksheet**

Enter the need in the box and click Add button on the right.

Description	Type	Prioritized Needs	
>> high reading scores in elementary	Strength	Yes	Delete
>> elementary math scores are low	Weakness	Yes	Delete
>> migrant students can't speak English	Weakness	Yes	Delete
>> test	Weakness	Yes	Delete
>> low special education reading scores in middle school	Weakness	Yes	Delete
>> enter a strength or weakness then select strength or weakness in the drop down then hit the add button	Weakness	No	Delete

Save Needs Changes

<< >>  
6 of 7

Question 6 in the  
Needs Assessment  
Section

Carries forward to  
Question 7

Type in a strength or  
weakness

Select strength or  
weakness

Click Add button

Click the no to change  
to yes (only the yes's  
will carry forward to  
the next question)



**Note:** Strengths can be a prioritized need.

# Goals and Objectives

- Also found in the Needs Assessment section
- Question 7 (linked to question 6)
- Goal #
- Select a goal or click her to add a new goal button

2010-2011 Consolidated Application  
Needs Assessment  
Greater Scott School District 61-5

Due Date: 7/1/2010 12:00:00 AM  
Last Updated: 4/29/2011 3:25:32 PM by Beth Schiltz  
SEA Contact: [Beth Schiltz](#)

  Click here for support request form

7 of 7  
  Save and Close

7. Describe the district's action plan for raising student achievement. Include in your answer how professional development, parent and community involvement, and technology are imbedded in the action steps of the goals. Use the worksheet provided through egrant system.

Your answer must include the following:

- ▶ The NCLB goal(s) that correlate with the need(s). The goals are broad statements at the district level.
- ▶ Objectives that reflect the needs of the district as a whole; each grade span; specific schools, if warranted (school improvement, colony school); and individual student groups. Objectives must be measurable in terms of student outcomes (except NCLB goal 3 which is teacher centered). Objectives must be listed for the period of the application, 2010-2011.
- ▶ Multiple strategies should be listed for each objective.
- ▶ Appropriate indicators must be identified for each strategy.
- ▶ Funding sources must be noted.

Title IV – please be sure to list all programs/curricula/strategies that have an impact on Title IV, even if they are not funded by Title IV, to give the reviewers a more complete picture of what services you are providing.

## Goals and Objectives Worksheet

Goal #: 

Select a goal or  
Click here to add a new goal

   
7 of 7



# Add a New Goal

7 of 7  
<< >> Save and Close

7. Describe the district's action plan for raising student achievement. Include in your answer how professional development, parent and community involvement, and technology are imbedded in the action steps of the goals. Use the worksheet provided through egrant system.

Your answer must include the following:

- ▶ The NCLB goal(s) that correlate with the need(s). The goals are broad statements at the district level.
- ▶ Objectives that reflect the needs of the district as a whole; each grade span; specific schools, if warranted (school improvement, colony school); and individual student groups. Objectives must be measurable in terms of student outcomes (except NCLB goal 3 which is teacher centered). Objectives must be listed for the period of the application, 2010-2011.
- ▶ Multiple strategies should be listed for each objective.
- ▶ Appropriate indicators must be identified for each strategy.
- ▶ Funding sources must be noted.

Title IV – please be sure to list all programs/curricula/strategies that have an impact on Title IV, even if they are not funded by Title IV, to give the reviewers a more complete picture of what services you are providing.

## Goals and Objectives Worksheet

Performance Goals:

Add Goal

### Need(s):

- ☐ high reading scores in elementary
- ☐ elementary math scores are low
- ☐ migrant students can't speak English
- ☐ test
- ☐ low special education reading scores in middle school

Cancel

<< >>

7 of 7

## Goals and Objectives Worksheet

Performance Goals:

By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in mathematics.

Add Goal

### Need(s):

- ☐ high reading scores in elementary
- ☒ elementary math scores are low
- ☐ migrant students can't speak English
- ☐ test
- ☐ low special education reading scores in middle school

Cancel

<< >>

- Notice add goal button is grayed out in first screen shot
- Need to select a need
- Also must select a performance goal (these are the NCLB goals)
- Once a need and a goal have been selected the button will become active (see second screen shot)



# Measurable Objectives

- Click the add objective button
- Opens text boxes to type
- To add another objective, click add objective button again.
- When done – **don't forget** to click the save button at the bottom
- To add a new goal, click the add new goal button at bottom

**Goals and Objectives Worksheet**

Goal #: 2 Performance Goals: (NCLB Goal 1b) By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in mathematics.

Add Goal Delete Goal

**Need(s):**

☐ high reading scores in elementary  
☒ elementary math scores are low  
☐ migrant students can't speak English  
☐ test  
☐ low special education reading scores in middle school

Measurable Objective(s) To Meet Goal	Programs, Strategies, Activities To Achieve Objective(s)	Performance Indicators	Funding Source That Will Support Objective (s)
Add... Objective			

Cancel Save Changes Click here to add a new goal

<< >>

**Goals and Objectives Worksheet**

Goal #: 2 Performance Goals: (NCLB Goal 1b) By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in mathematics.

Add Goal Delete Goal

**Need(s):**

☐ high reading scores in elementary  
☒ elementary math scores are low  
☐ migrant students can't speak English  
☐ test  
☐ low special education reading scores in middle school

Measurable Objective(s) To Meet Goal	Programs, Strategies, Activities To Achieve Objective(s)	Performance Indicators	Funding Source That Will Support Objective (s)
80 % of elementary students will ---- with 80	programs and activities will go here	this is where you will put how you will know you have met this objective	These are the funding sources -- don't put in dollar amounts.
*			

Add... Objective

Cancel Save Changes Click here to add a new goal

# Look at goal already added

**Goals and Objectives Worksheet**

Goal #: 2 Performance Goals: (NCLB Goal 1b) By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in mathematics.

1  
2  
3

Need(s):

☐ high reading scores in elementary  
☒ elementary math scores are low  
☐ migrant students can't speak English  
☐ test  
☐ low special education reading scores in middle school

Add Goal Delete Goal

	Measurable Objective(s) To Meet Goal	Programs, Strategies, Activities To Achieve Objective(s)	Performance Indicators	Funding Source That Will Support Objective (s)	
>>	80 % of elementary students will ----- with 80	programs and activities will go here	this is where you will put how you will know you have met this objective	These are the funding sources -- don't put in doll	<span>Delete</span>

Add... Objective

Cancel Save Changes Click here to add a new goal

- Click in the drop down box (notice there are already 3 goals added). **Do not click** in the performance goals to see goals that have already been added.
- Once you select a goal, the page will automatically refresh to show that goal
- To select another goal, again go to the drop down box and select a goal.

# Goals and Objectives

Close Window

Goal Number	Goal
+ >> 1	By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in reading/language a
+ >> 2	By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in mathematics.

Close Window

Close Window

Goal Number	Goal			
- >> 1	By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in reading/language a			
	<b>Measurable Objective(s) To Meet Goal</b>	<b>Programs, Strategies, Activities To Achieve Objective(s)</b>	<b>Performance Indicators</b>	<b>Title Program That Will Support Objective(s)</b>
	>> 80% of kids will sleep at night	hit them on the head	are their eyes shut	Title i
- >> 2	By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in mathematics.			
	<b>Measurable Objective(s) To Meet Goal</b>	<b>Programs, Strategies, Activities To Achieve Objective(s)</b>	<b>Performance Indicators</b>	<b>Title Program That Will Support Objective(s)</b>
	>> 25% of kids will like math	count m&ms	are all the ms gone	Title I

Close Window

- The goals and objectives link on the left hand side is to be able to view the goals and objectives without having to go into the Needs Assessment – It is a view only window. Click on the + and – signs to expand or collapse.

# Title I, Part A

- **These are district level questions**
- Asks about the set asides that are indicated in the school selection section – question 4
- Check answers for accuracy and accurate dates
- Preschool and summer school questions are if there is a district level preschool or district level summer school
  - District wide Title I preschool (set aside will show up in question 4 of school selection section) – would need to do a composite needs assessment to identify those most in need.

# Targeted Assisted or Schoolwide

- Sections are specific to each school
- Need to complete question 3 of the school selection before these sections will appear
- Check answers for accuracy

# Title I for Private Schools

- For those with students attending a private schools
  - Doesn't have to be within the district boundaries
  - Amount will depend on the number of low income students attending the private school – figured during consultation – and through question 5 of School Selection
  - Affirmation of Consultation and Verification of Participation forms are available through eGrant system

# Title II, Part A and Part D

## **Title II, Part A**

- Not really any changes
- Check answers for accuracy

## **Title II, Part D**

- If have carry-over, will need to fill out
- If do not have any carry-over let Rob or Beth know by email and the section will be taken out



# Contact Information

Dr. Kris Harms, Title I Director  
605-773-6509

[Kristine.Harms@state.sd.us](mailto:Kristine.Harms@state.sd.us)

Rob Huffman, Grants  
Management

605-773-4600

[Robyn.Huffman@state.sd.us](mailto:Robyn.Huffman@state.sd.us)

- Beth Schiltz (program)
  - 605-773-4716
  - [Beth.Schiltz@state.sd.us](mailto:Beth.Schiltz@state.sd.us)
- Paul Schreiner (fiscal)
  - 605-773-7108
  - [Paul.Schreiner@state.sd.us](mailto:Paul.Schreiner@state.sd.us)
- Or any of the Title I program personnel
  - [DawnL.Smith@state.sd.us](mailto:DawnL.Smith@state.sd.us)
  - [Jenifer.Palmer@state.sd.us](mailto:Jenifer.Palmer@state.sd.us)
  - [Betsy.Chapman@state.sd.us](mailto:Betsy.Chapman@state.sd.us)
  - [Laura.Johnson-Frame@state.sd.us](mailto:Laura.Johnson-Frame@state.sd.us)
  - [Christine.Christopherson@state.sd.us](mailto:Christine.Christopherson@state.sd.us)
  - [Shawna.Poitra@state.sd.us](mailto:Shawna.Poitra@state.sd.us)

# REAP FUNDS

eGrant Home Library Correspondence LogOut DOE Home

**How To**

\* How do I make changes to a question?  
\* How do I submit my section(s)?

**LEA Links**

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

**Questions**

1. Title I Part A: Basic  
2.01. Title II Part A: Basic  
2.02. Title II Part A: Basic  
2.03. Title II Part A: Basic  
3. Title II Part D: Basic  
4. Title III: LEP ...  
5. Title IV Part A: Basic  
6. Title IV Part B: Basic  
7. Title V Part A: Basic  
8. Districts are r...

2011-2012 Consolidated Application  
Rural Education Achievement Program (REAP)  
Greater Scott School District 61-5

Click here for support request form

1 of 10

Cancel << >> Save

1. Title I Part A: Basic  
*If applicable, briefly explain how you are supplementing your Title I, Part A program.*

Enter Answer Here

Trusted sites | Protected Mode: Off

For REAP, select those questions for which you are using funding to provide services

- If you are doing Title V activities with the funding, fill out Question 7, (check next slide for more instructions about Question 7)
- If you are doing Safe & Drug Free activities, fill out Question 5

eGrant Home	Library	Correspondence	LogOut	DOE Home	Tech. Assistance
-------------	---------	----------------	--------	----------	------------------

2011-2012 Consolidated Application  
Rural Education Achievement Program (REAP)  
Greater Scott School District 61-5

Due Date: 7/1/2011 12:00:00 AM  
Last Updated: Never  
SEA Contact: [Beth Schiltz](#)

Click here for support request form

[View Budget](#)

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9 of 10

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 curricular materials that are tied to high academic standards, that will be used to improve student academic achievement, and that are part of an overall education reform program.

## Title V, Part A

- Check all applicable boxes for the 27 Innovative Assistance Programs (a narrative box will open)
- Briefly explain in the narrative box how funds will be used to support these activities.

# Budget Summary page

Current status is: [Draft](#)

**Funds Available to Budget** \$0

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

**Funding Summary**

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

[Edit Budget Details](#) [Approve All Budget Items](#)

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

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

# Budget Details page

## 100-Salaries

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

## 200-Employee Benefits

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

## 300-Purchased Services

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

## 500-Capital Acquisition

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

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

Save Changes

Save And View Budget Summary

Cancel Changes

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

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

In the next column, type in the activity description

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

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

# HOW TO COMPLETE A BUDGET AMENDMENT

STEP 1: Click on the budget section to pull up the budget summary page.

The screenshot shows a web browser window with the address <http://apps.sd.gov/applications/de53grants/application/grantinfo.aspx>. The page title is "Consolidated Grant Information".

On the left sidebar, under "LEA Links", there is a list of links: "Add/View Grant", "Contacts", "Assign Grant", "Permissions /", "Authorizations", "Goals and Objectives", and "Reimbursements".

The main content area has a "Select Grant:" dropdown menu set to "2006 - 2007 Consolidated Application". Below this, there are two lines of text: "Application was submitted and assurances agreed to on 12/5/2006 6:48:06 PM by Mark Frankenstein" and "Application was approved on 12/20/2006 9:54:22 AM by Rob Huffman, South Dakota Department of Education".

Below the text is a table with the following columns: "Grant", "Status", "Due Date", "Print", and "Submit".

Grant	Status	Due Date	Print	Submit
2006 - 2007 Consolidated Application	Approved	07/01/2006	Print	Submit
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				
Narrative GSA				
Title I, Part A (School Selection)	Approved		Print	
Title I - Part A - School Wide				
ROSLYN ELEM	Approved		Print	
ROSLYN JR HI	Approved		Print	

At the bottom of the page, there is a section titled "Announcements".



STEP 2: Click on the link at the top of the budget summary page  
**Click here to request a Budget Amendment.**

eGrant Home Library Correspondence Log Out DOE Home Tech. Assistance

**How To**  
 \* How do I complete the Budget Summary Page?  
 \* Why does the 'Approve All Budget Items' button not display?  
 \* Why are the Carryover Amounts not figured into the budget?  
 \* How do I complete the Transferability Option?

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

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

Due Date: 7/1/2008 12:00:00 AM  
 Last Updated: 11/17/2006 4:02:55 PM by Rob Hoffman  
 SEA Contact: [Lori Winkler](#)

Current status is: **Approved**

**Funds Available to Budget** \$52,515

[Click here for request form](#)

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

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						\$
	\$40,000	\$11,775				\$51,775
						Indirect Costs: \$0
						Funds Budgeted: \$51,775

**Funding Summary**

Indirect Rate	4.43 %	Indirect Costs	\$0
Carryover	\$540		
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 submitted.

Done Trusted sites



### STEP 3: 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:

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		\$ 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:

**View Budget Summary** – Link that takes you to the Budget Summary Page.

**Transferability Table** – Link that takes you to the Transferability Table. (Available only to non REAP districts)

**Print** – The print option is currently unavailable. To print the screen, click the Print icon at the top of the page.

Total Amount Available:   
 Total Amount Budgeted:   
 Available Balance:   
 Requested Amendment:   
 Amended Budget Total:

Current status is:

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

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

To add an additional budget item, select the object & then the activity. Use the scroll bar on the right to select activities from the list for Employee Benefits, Purchased Services, Supplies/Materials, or Capital Acquisition. Click 'Add'.

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

Total Amount Available:

Total Amount Budgeted:

Available Balance:

Requested Amendment:

Amended Budget Total:

Current status is: Blank

Salaries

Attendance and Social Work  
 Building Rental  
 Class Size Reduction  
 Evaluation  
 Non-Public School Services  
 Operations & Maintenance of Plant  
 Parent Activities  
 Professional Development  
 Program Administration  
 Pupil Transportation  
 Attendance and Social Work  
 Building Rental

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		\$ 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:

## STEP 4: 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:

2:25:34 PM Marc Frankenstein : Roslyn School District 10-2

Click in the 'Amount of Increase or Decrease' column & enter the dollar amount. If wanting to decrease the budgeted amount, you will need to enter a negative sign in front of the number. Enter whole dollars only.

You must enter a justification for why the amendment is necessary. The justification must be a brief description of the increased or decreased activities, which results in revised budget totals.

Click the 'Save' button to save an amendment without submitting.

Click the 'Save & Submit' button to save an amendment & submit to the Department of Education. A popup will display, asking if you are sure that you want to submit the Amendment? Click 'OK' or 'Cancel'.

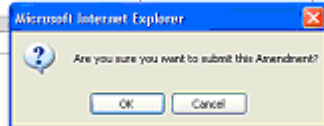
Current status is:

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		\$ 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:

2:25:34 PM Marc Frankenstein : Roslyn School District 10-2



Once the application has been submitted, the status will change to submitted & a popup will appear that indicates 'Your amendment has been saved & submitted'.

The screenshot shows the '2006 - 2007 Consolidated Application' page for Roslyn School District 18-2. The current status is 'Submitted'. A popup window titled 'Amendment' displays the message: 'Your amendment has been saved and submitted.' The page includes a table with budget items and a 'Delete' 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

Click the 'Delete' button to delete the amendment. A popup will appear that asks 'Are you sure you want to DELETE this amendment?' Click 'OK' or 'Cancel'.

The screenshot shows the same page as before, but with a confirmation dialog box open. The dialog box asks: 'Are you sure you want to DELETE this Amendment?' with 'OK' and 'Cancel' buttons. The 'Delete' button on the page is highlighted with a red arrow.

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

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 whether 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:

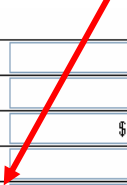
Please provide a brief description of these supplies and how they will support the program.

[View Amendment](#)

## HOW TO – TRANSFERABILITY TABLE

### How do I get to the transferability table?

1. 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
<u>Transfer In</u>	\$0	Funds Budgeted	\$1,471,138
<u>Transfer Out</u>	\$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
<b>Transfers Out</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**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?

11. Click the gray box on the right.
12. Hit the delete button on the keyboard.



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

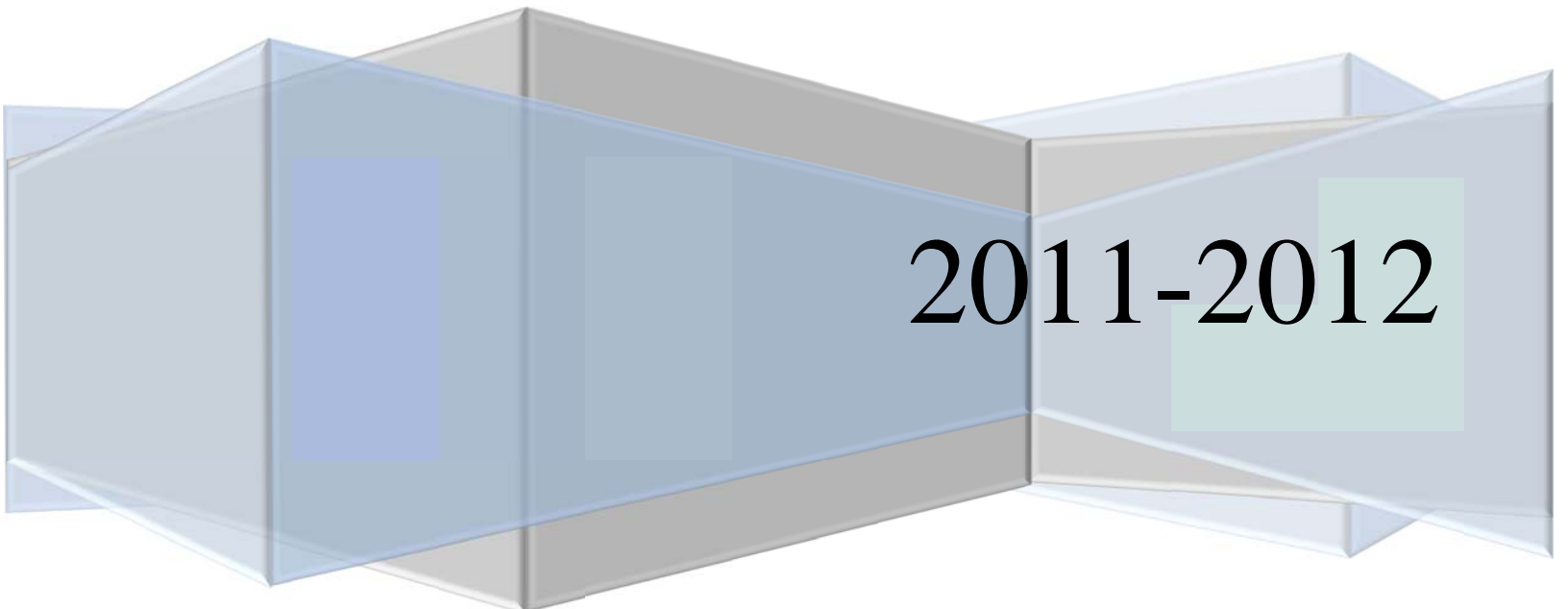
Transfer From (Columns)					Transfers In
Transfer To (Rows)	Title II, Part A	Title II, Part D	Title IV, Part A	Title V, Part A	
Title I, Part A					\$0.00
Title II, Part A					\$0.00
Title II, Part D					\$0.00
Title IV, Part A					\$0.00
Title V, Part A					\$0.00
<b>Transfers Out</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

13. At the top of the page, click 'Return to Budget Summary' or 'eGrant Home' to exit the transferability table.

2006 - 2007 Conso  
 Budget Transfer  
 Rapid City Area Scho  
[Back to Budget Summary](#)

# eGrant Quick Start Guide

For LEA Administrators



2011-2012

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# eGrant Quick Start Guide For LEA Administrators

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**Note:** In order for the eGrant system to be fully operational, you must **turn off your pop-up blocker**. If you need assistance with doing this, check with your computer technician.

## I. Login - Click on the eGrant link to open the eGrant Login page <http://doe.sd.gov/ofm/LEAapp.asp>

### A. New Users

1. Contact information for Superintendents and Business Managers listed in the 2011-2012 School Year Education Directory is preloaded into the eGrant system. These administrators are the initial authorized users for their LEAs, but will still need to request a login name and password. Additional authorized users for each LEA may be entered into the eGrant system by the LEA's administrators. (The LEA administrators are the Superintendent and/or Business Manager). Contact information for new Users must be entered into the eGrant system before they can log into eGrant for the first time.
2. On the eGrant Login page click the link 'click here to request a login name'.
3. Fill in all of the required fields of your profile (marked with an asterisk \*) and click 'Request Login'. These entries must appear exactly as they are indicated in the Education Directory. The Login name has been created and a temporary Login Password will be emailed to the address included in your contact profile.
4. Return to the eGrant Login page and enter your Login name and temporary Password you received via email and click Login.
5. You must change your password before you can log into the eGrant system. Change the temporary password to a permanent Password and log in using your Login name and permanent Password.

### B. Returning Users

1. On the eGrant Login page type in your Login and Password, and click 'Login'.
2. On the eGrant Login page you may check the box for Change Password to change the current permanent password.

3. On the eGrant Login page you may check the box for Remember Login name and this will automatically enter the Login name when logging into the eGrant system. (This link is specific to the computer you are working on).
4. If you have forgotten your Password, click the link 'Click password reminder for a password reminder' at the bottom of the page. Enter the answer to the Password reminder question and your Password will be sent to the email address you entered above.
5. If you have forgotten your Login Name, click the link 'Click login name to have your login name emailed to you'.

## II. eGrant Home-Consolidated Grant Information

### A. eGrant Home

1. Always click the 'eGrant Home' button to return to the main page of the consolidated application.

### B. Library

1. Click the 'Library' button to display the entire list of terms and definitions in the Library database.
2. Type a word or phrase into the Search box and click 'Search' to find records using that word or phrase in the 'Term' column. Click 'View All' to return to the full display.
3. Type a word or phrase into the Search box and check the 'Search Definitions' box. Click 'Search' to find records using that word or phrase in the 'Definition' column. Click 'View All' to return to the full display.
4. Click 'View All' to display all of the library entries after having limited the view to the items searched.

### C. Correspondence

1. Select from the dropdown box the Grant that you wish to discuss.
2. Select from the dropdown box the Grant section that you wish to discuss.
3. Select the Question from the dropdown box for the Grant section that you wish to discuss. Click 'Get Topics' to refresh the topics for this question. If there are none, 'No Topic' will display.
4. Select the desired topic and click 'View Messages'. The initial message will display and replies will be listed in the 'Message List' to display it.

5. Click on the 'Reply' button for the displayed message if you wish to respond to it.
6. Click on the 'Forward' button for the displayed message if you wish to forward the message.

#### D. LogOut

1. Click the 'LogOut' button to close the eGrant system and return to the initial Login page.

#### E. DOE Home

1. The DOE Home link opens a new window for the Department of Education home page.

#### F. Technical Assistance

1. Click on the 'Technical Assistance' button to open an email dialogue box.
2. Type in the message or problem and send.

#### G. How To

1. Click on a specific question under the 'How To' section for assistance in completing the consolidated application. The 'How To' questions and answers are specific to the current page that you are navigating through and change to each specific page.

#### H. Goals & Objectives

1. Under the 'LEA Links' section click on the 'Goals & Objectives' button to view the goals & objectives for your LEA. The 'Goals & Objectives' button is found throughout the consolidated application for quick reference.

#### I. Announcements

1. The Department of Education (SEA) enters announcements (with expiration dates) that are relevant to an individual LEA, groups of LEAs, or to the entire state.

#### J. Reminders/Information

1. When section status or grant status changes, reminders or information are automatically updated to the Reminders/Information section of the eGrant Home Page.

### III. Setting Up Additional Contacts

#### A. 'Add/View Grant Contacts'

1. Click 'Add/View Grant Contacts' in the LEA Links menu.
2. Click the 'Add a Contact' button.

#### B. Required fields (those with an asterisk \*)

1. Fill in the required fields and click 'Save'.
2. Repeat as necessary to add the Authorized Representative and Fiscal Representative (if they are other than the Superintendent or Business Manager); anyone who will act as a Required Contact for federal programs; and others who will prepare or view the grant application.

### IV. Set Up Permissions

#### A. 'Assign Grant Permissions/Authorizations'

1. Click 'Assign Grant Permissions/Authorizations' in the LEA Links menu. Select the Grant from the drop-down box and click 'Go'.

#### B. Grant Representatives

1. Superintendent
2. Business Manager

Grant Representatives are changed in the contact information section. If the Superintendent or Business Manager is identified then a dropdown box does not appear on the screen. If the Superintendent or Business Manager is not identified then a dropdown box does appear and the Grant Representatives can be changed. Additional Grant Representatives can be added by clicking and typing in the textbox.

#### C. Grant Application Representatives

1. Authorized Representative - The Superintendent is the default Authorized Representative for the grant (the Contact authorized to submit the final application and/or grant amendments). You may select a different Authorized Representative from the list of Contacts you've added by clicking on the dropdown box. (This is an LEA Admin)
2. Fiscal Representative – The Business Manager is the default Fiscal Representative for the grant (the Contact authorized to approve program budgets). You may select a different Fiscal Representative from the list of Contacts you've added by clicking on the dropdown box. (This is an LEA Admin)



3. Click 'Save Changes'.

#### D. Required Contacts

1. Click the Contact Name field (red box) and select a contact from the dropdown box for each Federal program associated with this grant. Click 'Save Changes' and the fields for Phone and Email will be automatically filled in.
  - 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)-Anyone.
  - d. Title I, Part A Alternative Contact-Someone other than the Authorized Representative.
2. Click 'Save Changes'.
3. A pop-up box will appear to remind you that you need to define one or more required section contacts.

#### E. Assign Grant Section Permissions and Additional Contacts

The Superintendent and/or Authorized Representative is the default contact person for each grant section.

1. Under the Grant Sections and Contacts section '2. 'Select Contact and Role', select the desired Contact by clicking on the dropdown box. Select a Role to assign to the Contact by clicking on the dropdown box. (Superintendents and Business Managers will not appear in the dropdown box list as they automatically have permissions to edit and submit these sections).
2. Under section 3, click the 'Add Contact to All Sections' button to add this Contact to all sections.
3. OR under section 4 select a specific Section from the dropdown box and click the 'Add Contact to Selected Section' button.
4. Click the 'Save Changes' button to save the selections and remain on this page, or 'Save and Return' to return to the eGrants Home page.
5. Multiple contacts may be assigned to each grant section.

### V. Grant Information Page

#### A. Main Page (eGrant Home - Consolidated Grant Information)

1. Click on the '+' to display the sections for that grant. (Or, click on the '-' to minimize a grant section.)
2. Click on the 'Print' button from the main grant section or individual sections to print the entire grant or section. (The 'Print' capability is not available at this time).
3. A link to the 'most recent question opened' will appear on the Consolidated Grant Information page (immediately above 'Announcements'). Click on the link to return to that question. (This link is specific to the computer you are working on).

## B. Narrative Q & A Page

1. By clicking on the '+' in a section a 'Narrative Q & A' button will display. Click on the 'Narrative Q & A' button to open the section you wish to view. The 'How To' Menu with links to instructions will appear on the left.
2. Click on a question in the Questions menu to move to that question on the Narrative form OR click on the navigation buttons (< or >) to scroll to the next or previous question.
3. Narrative answers: those with the necessary permissions can enter directly into the form or type in Microsoft Word and copy and paste them into the answer box.
4. Other answer types: those with the necessary permissions can click on one or more of the check boxes or radio buttons and add text, as appropriate.

## C. Budget Page

1. By clicking on the '+' in a section a 'Budget' button will display. Click on the 'Budget' button to open the Budget page(s) to view.
2. Click the 'Edit Budget Details' button to display a more detailed view of the budget to enter the budget information.
3. Under each specific budget section click the 'Add' button to add an "Activity". Select from the dropdown list the appropriate program activity and then enter a brief description in the "Internal Description" column. When entering the "Amount" do not use characters, commas, or periods. Continue to click the 'Add' button for each additional "Activity" or click the 'Delete' button to remove.
4. Below the specific budget section the indirect cost budgeted can be entered by clicking in the white box and entering the dollar amount. An LEA is not required to enter an amount for indirect costs. The indirect cost rate will carry over to the Funding Summary on the Budget Summary page. An LEA may choose not to budget or claim indirect costs.

5. Click the 'Save Changes' button to save or the 'Cancel Changes' button to cancel.
6. Click the 'Return to Budget Summary' button to close the budget detail view.

The Business Manager or Fiscal Representative must approve the budget before it can be submitted to the Authorized Representative by clicking on the "Approve All Budget Items" button.

#### D. SEA Assistance

1. Click on the Q/A icon to open the 'Correspondence Form'. Or, click on the 'SEA Contact' link in the upper right corner of the screen to email him/her.
2. Complete the Correspondence Form including a Topic and the Message. The Grant, Section, and Question are already assigned to this Correspondence.
3. Click the 'History' button to review any other messages and/or replies for this topic.
4. Click 'Send' when finished, or 'Cancel' to delete the email. Click 'Close Window' to close the 'Correspondence Form'.

## Glossary of terms

LEA - Local Education Agency (the district)

SEA - State Education Agency (Department of Education)

eGrant - electronic system for filing the Consolidated Application

AR - Authorized Representative - the person legally responsible for signing the grant

FR - Fiscal Representative - the person responsible for the financial obligations of the grant

BM - Business Manager - the person legally responsible for the finances of the district

# 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 '[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).

eGrant Home Library Correspondence Log

\*First Name:   
\*Last:   
\*Email:   
\*Agency:   
\*Requested Login Name:   
If you forget your password, the question and answer below will be used to retrieve it.  
\*Password Question: What is your mother's maiden name?   
\*Password Answer:   
Items marked with a \* are required.

- 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 should the Password be 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.

How To

The login name has been created and a temporary password has been generated. The login information has been emailed to the email address provided.

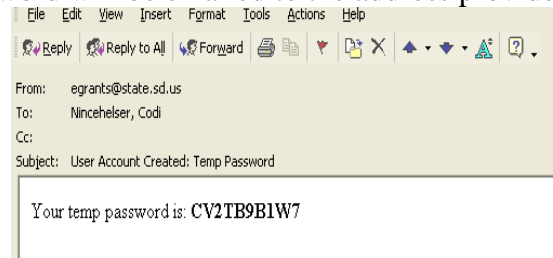
Please enter your login name and password below.  
First Time Users: Click [here](#) to request a login name.

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.



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.

<a href="#">eGrant Home</a>	<a href="#">Library</a>	<a href="#">Correspondence</a>	<a href="#">LogOut</a>
-----------------------------	-------------------------	--------------------------------	------------------------

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'.

<a href="#">eGrant Home</a>	<a href="#">Library</a>	<a href="#">Correspondence</a>	<a href="#">LogOut</a>
-----------------------------	-------------------------	--------------------------------	------------------------

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.

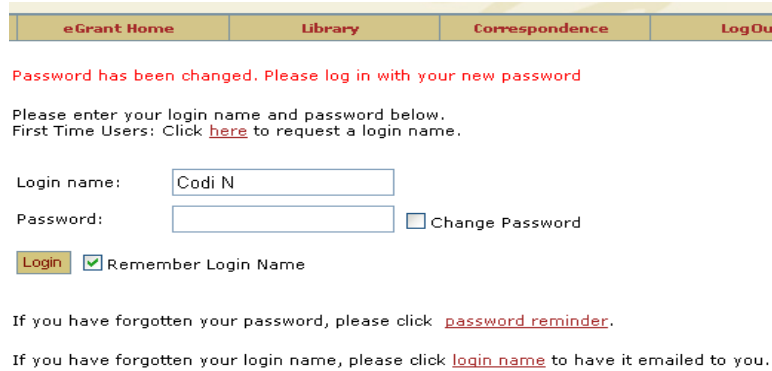
2. To change your Password, type in the current Password and click the checkbox 'Change Password'. Click 'Login'. The following page opens:

Please enter a new password.

New Password:

Re-enter password:

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's login 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'. This is followed by instructions: '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, and a 'Password:' field which is currently empty. To the right of the password field is a checkbox labeled 'Change Password'. Below the password field is a 'Login' button and a checked checkbox labeled 'Remember Login Name'. At the bottom, there are two links: 'If you have forgotten your password, please click [password reminder](#).' and 'If you have forgotten your login name, please click [login name](#) to have it emailed to you.'

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 titled 'Please answer the following question:'. Below the title, the question 'what is my cat's name' is displayed in blue text. There is a text input field below the question. At the bottom of the form is 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
2011-2012 Consolidated Application	In Progress	07/01/2011	<a href="#">PDF</a> <a href="#">Word</a>
General			
General Narratives	Blank		<a href="#">PDF</a> <a href="#">Word</a>
Needs Assessment	Blank		<a href="#">PDF</a> <a href="#">Word</a>
REAP			
Rural Education Achievement Program (REAP)	Blank		<a href="#">PDF</a> <a href="#">Word</a>
Title I - Part A			

## B. Library

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

eGrant Home **Library** Correspondence LogOut DOE Home Tech. Assistance

How To

\* How do I search the Library?

SEA Links

Search

Search Definitions ☐

Search View All

View Number of Records: 5

Term	Definition
Academic Achievement Standards	Academic Achievement Standards are comprised of three components: achievement levels, achievement descriptors and cut scores.
Academic Content Standards	Academic Content Standards are established by the South Dakota Board of Education and specify what all students are expected to know and be able to do at each grade level in content areas determined by the state. (What students need to know.)
Accommodations	Accommodations are changes in the test's presentation, student response, location, timing/scheduling, and/or other attribute that are necessary to provide access for students with disabilities and limited English proficient students to participate in the test. These changes do not fundamentally alter or lower the standard or expectations of the test and do not invalidate the test.
Accountability Report	Link to the <a href="#">Accountability Report</a> .
Accountability System	Accountability System consists of state standards, measurement instruments, and reports of the results. Improvement activities are required for school and districts that repeatedly fail to achieve adequate yearly progress.

Add... Library Term/Definition

133 Records

Cancel Save

1 of 27 Prev 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.

Search

Search Definitions ☐

Search View All

View Number of Records: 5

Term	Definition
Academic Achievement Standards	Academic Achievement Standards are comprised of three components: achievement levels, achievement descriptors and cut scores.

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.

Search

Search Definitions ☒

Search View All

View Number of Records: 5

Term	Definition
Academic Achievement Standards	Academic Achievement Standards are comprised of three components: achievement levels, achievement descriptors and cut scores.

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.

Term	Definition
Academic Achievement Standards	Academic Achievement Standards are comprised of three components: achievement level, achievement descriptors and cut scores.
Academic Content Standards	Academic Content Standards are established by the South Dakota Board of Education and specify what all students are expected to know and be able to do at each grade level in content areas determined by the state. (What students need to know.)

### 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.

<a href="#">eGrant Home</a>	<a href="#">Library</a>	<a href="#">Correspondence</a>	<a href="#">LogOut</a>	<a href="#">DOE Home</a>
-----------------------------	-------------------------	--------------------------------	------------------------	--------------------------

**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	<input type="button" value="Reply"/> Or <input type="button" value="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	<input type="button" value="Reply"/> Or <input type="button" value="Forward"/> <input type="text"/>

→

**Message Forward/Reply**

**From**

**Date**  **Time**

**Message**

Type in your new message here.

→

6. 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.

<a href="#">eGrant Home</a>	<a href="#">Library</a>	<a href="#">Correspondence</a>	<a href="#">LogOut</a>	<a href="#">DOE Home</a>
-----------------------------	-------------------------	--------------------------------	------------------------	--------------------------

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

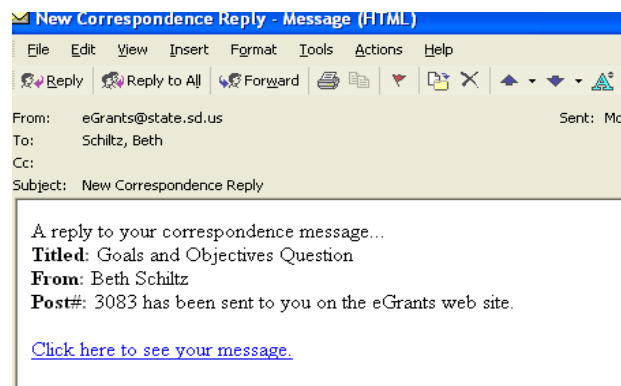
**Topic: Goals and Objectives Question**

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	<a href="#">Reply</a> Or <a href="#">Forward</a> <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)

7. 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.



8. 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.

<a href="#">eGrant Home</a>	<a href="#">Library</a>	<a href="#">Correspondence</a>	<a href="#">LogOut</a>
-----------------------------	-------------------------	--------------------------------	------------------------

**Select Grant:**  
2006 - 2007 Consolidated Application

**Select Agency:**  
AND Greater Scott School District 61-5 [Go](#)

**Go To Correspondence #:**  [Go](#)

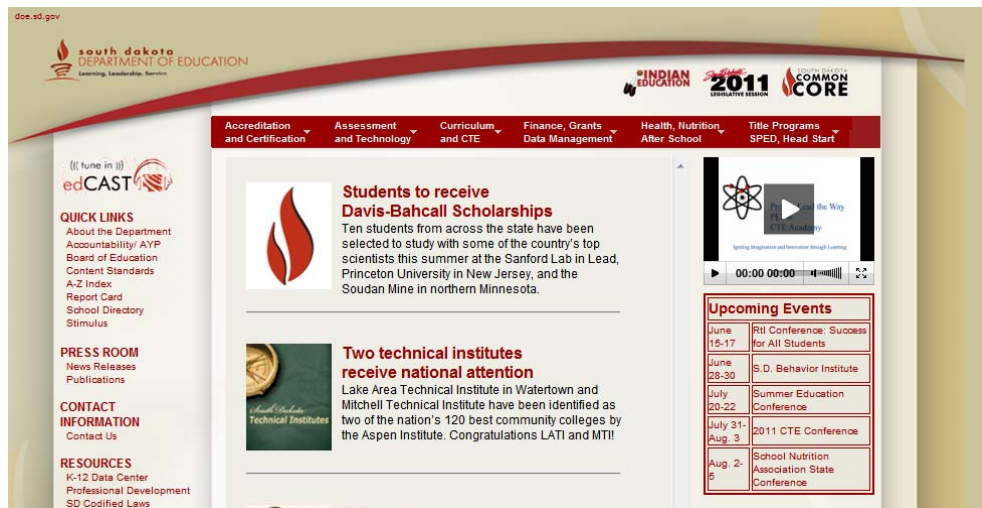
☐ General Narratives  
☐ Title I Contact  
☐ Needs Assessment  
☐ Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)  
☐ Title I, Part A (School Selection)  
☐ Title I, Part A (School Improvement)  
☐ District Level Improvement  
☐ Title I, Part A (School Wide Assessment)

## 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.

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

Select Grant: 2011-2012 Consolidated Application Go

Select District: Greater Scott School District 61-5 Go

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

Click + to expand and - to contract

Grant	Status	Due Date	Submit
-------	--------	----------	--------



## 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. At the top, there's a header with the South Dakota Department of Education logo and the eGrant logo. Below the header is a navigation bar with links: eGrant Home, Library, Correspondence, LogOut, DOE Home, and Tech. Assistance. On the left, there's a 'How To' section with links for viewing/editing grant sections, understanding status symbols, finding copies of assurances, and finding copies of the Affirmation of Consultation and Verification of Private School Participation. Below this is the 'LEA Links' section, which includes a link to 'Add/View Grant Contacts'. A red arrow points from this link to the 'Add/View Grant Contacts' link in the main content area. The main content area shows the '2011-2012 Consolidated Application' for 'Greater Scott School District 61-5'. It includes a 'Select Grant' dropdown menu set to '2011-2012 Consolidated Application' and a 'Go' button. Below this, there's a table with columns: Grant, Status, Due Date, and Submit. The table lists several grants, including '2011-2012 Consolidated Application', 'General', 'REAP', 'Rural Education Achievement Program (REAP)', 'Title I - Part A', 'Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)', and 'Title I, Part A (School Selection)'. Each grant has a 'Status' (Draft or Blank), a 'Due Date' (07/01/2011), and a 'Submit' button (Submit Grant or 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 adding a new contact. At the top, there's a header with the South Dakota Department of Education logo and the eGrant logo. Below the header is a navigation bar with links: eGrant Home, Library, Correspondence, LogOut, DOE Home, and Tech. Assistance. On the left, there's a 'How To' section with links for adding a contact, understanding status symbols, finding copies of assurances, and finding copies of the Affirmation of Consultation and Verification of Private School Participation. Below this is the 'LEA Links' section, which includes a link to 'Add/View Grant Contacts'. The main content area shows the '2011-2012 Consolidated Application' for 'Greater Scott School District 61-5'. It includes a 'Contacts' section with a yellow background. The section has a heading 'Add a new contact that will work on the grant application.' and a button 'Add a Contact'. Below this, there's an 'OR' section with a heading 'Click down arrow to select an existing contact and update his/her information.' and a dropdown menu '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:**

**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**

**First Name:**

**Middle:**

**Last:**

**Phone:**

**Fax:**

**Email:**

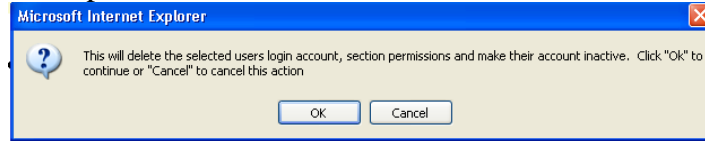
Choose a position from the drop down list below or type in a new position.

**Position:**

**Agency:**

**School:**

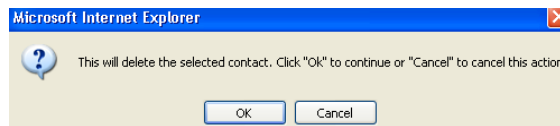
3. If desired, click 'Make Contact Inactive' to delete the selected users login account, section permissions, and make their account inactive. The following message pops up:



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:   
 Save Make Contact Active Delete Contact

5. 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**.

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

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'

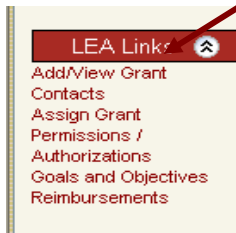
3. Make the old Superintendent or Business Manager inactive by clicking the 'Make Contact Inactive' button (By deleting the Contact all information added will be deleted. By making the Contact inactive prevents the Contact from accessing the district's application)

A screenshot of a web form titled 'Add Contact'. The form has two main sections: 'Add a new contact that will work on the grant application.' and 'OR Click down arrow to select an existing contact and update his/her information.' The first section has an 'Add a Contact' button. The second section has a dropdown menu labeled 'Or Select Contact' with 'Ron Flynn' selected, and a 'Go' button. Below this are input fields for 'First Name' (Ron), 'Middle' (empty), '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 from the text 'Make the old Superintendent or Business Manager inactive' in the instruction above to the 'Make Contact Inactive' button.

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

A screenshot of a web application showing the '2006 - 2007 Consolidated Application' for 'Greater Hoyt School District 61-4'. The page has a 'Contacts' tab. A pop-up dialog box from 'Microsoft Internet Explorer' is displayed in the foreground. The dialog box contains 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 at the bottom of the dialog box. In the background, the 'Add Contact' form is visible, with the 'Make Contact Inactive' button highlighted.

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.' and includes a yellow header bar with 'Add Contact' and 'Add a Contact' buttons. Below the header, there is an 'OR' section with a dropdown menu for 'Select Contact' and a 'Go' button. The main form fields are: 'First Name' (with 'Ron' entered), 'Middle' (empty), 'Last' (with 'Flynn' entered), 'Phone' (with '(712) 568-2616' entered), 'Fax' (with '(712) 568-2997' entered), 'Email' (with 'beth.schultz@state.sd.us' entered), and 'Position' (with 'Superintendent' entered). There are also dropdown menus for 'Agency' (with 'Greater Hoyt School District 61-4' selected) and 'School' (with 'No Schools Listed' selected). At the bottom, there are 'Save' and 'Make Contact Inactive' buttons. A red arrow points from the text 'EXCEPT the position' in the instruction above to the 'First Name' 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.

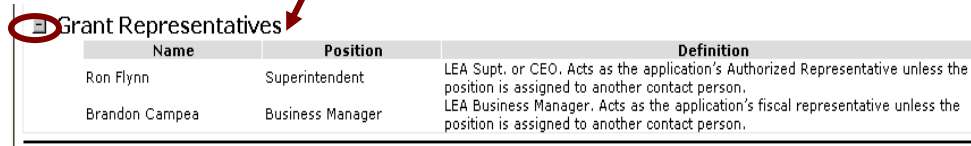
The screenshot shows the eGrant application interface. On the left, there is a sidebar with a 'How To' section and a 'LEA Links' section. The 'LEA Links' section contains a link for 'Assign Grant Permissions / Authorizations', which is highlighted by a red arrow. The main content area displays the '2011-2012 Consolidated Application' for 'Greater Scott School District 61-5'. It includes a 'Select Grant' dropdown menu set to '2011-2012 Consolidated Application' and a 'Go' button. Below this, there is a table with columns for 'Grant', 'Status', 'Due Date', and 'Submit'. The table lists various grant sections, including 'General', 'REAP', and 'Title I - Part A', each with a status (e.g., 'Draft', 'Blank') and a 'Submit' button.

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

The screenshot shows the 'Grant Sections Permissions Form' for 'Greater Scott School District 61-5'. It includes a '1. Select Grant:' section with a dropdown menu set to '2011-2012 Consolidated Application' and a 'Go' button. Below this, there is a table for 'Grant Representatives' with columns for 'Name', 'Position', and 'Definition'. The table lists two representatives: Beth Schiltz (Superintendent) and Paul Schreiner (Business Manager). Below the table, there is a section for 'Grant Application Representatives' with dropdown menus for 'Authorized Representative' (set to Beth Schiltz) and 'Fiscal Representative' (set to Paul Schreiner). There are 'Save Changes' and 'Save and Return' buttons at the bottom.

## 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.

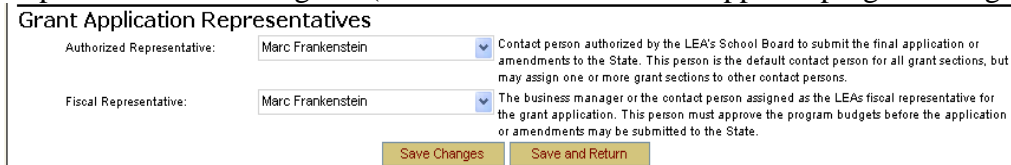


Grant Representatives		
Name	Position	Definition
Ron Flynn	Superintendent	LEA Supt. or CEO. Acts as the application's Authorized Representative unless the position is assigned to another contact person.
Brandon Campea	Business Manager	LEA Business Manager. Acts as the application's fiscal representative 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	<a href="mailto:beth.schiltz@state.sd.us">beth.schiltz@state.sd.us</a>
Title III (LEP and Immigrant)	Beth Schiltz	(604) 777-7777	<a href="mailto:beth.schiltz@state.sd.us">beth.schiltz@state.sd.us</a>
Title I, Part A (School Improvement)	0		
Title I Contact	Beth Schiltz	(604) 777-7777	<a href="mailto:beth.schiltz@state.sd.us">beth.schiltz@state.sd.us</a>

Save Changes Save and Return

3. 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](#)

**Grant Sections and Contacts**

Section	Contact	Position	Role	Action
General Narratives	Beth Schiltz		Contact	<a href="#">Remove</a>
Needs Assessment	Beth Schiltz		Contact	<a href="#">Remove</a>
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	Beth Schiltz		Contact	<a href="#">Remove</a>
Title I, Part A (School Selection)	Beth Schiltz		Contact	<a href="#">Remove</a>
Title V, Part A (Innovative Program)	Beth Schiltz		Contact	<a href="#">Remove</a>
Rural Education Achievement Program (REAP)	Beth Schiltz		Contact	<a href="#">Remove</a>
Title III (Needs Assessment)	Beth Schiltz		Contact	<a href="#">Remove</a>

[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: Read Only

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	

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:

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.

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’.

Beth Schiltz

Section: **Title III (Needs Assessment)**

Contact: **Read Only**

**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**

Section	Contact	Position	Role	Action
General Narratives	Beth Schiltz		Contact	<b>Remove</b>
Needs Assessment	Beth Schiltz		Contact	<b>Remove</b>
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	Beth Schiltz		Contact	<b>Remove</b>

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.

**Title III (Needs Assessment)**

Contact	Position	Role	Action
Beth Schiltz		Contact	<b>Remove</b>

**Save Changes** **Save and Return**

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

## J. Goals & Objectives

Under the 'LEA Links' section click 'Goals & Objectives' to view the goals & objectives for your LEA. They will open in a new window. The 'Goals & Objectives' button is found throughout the application for quick reference.

**How To**

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

**LEA Links**

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

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

Select Grant: 2011-2012 Consolidated Application **Go**

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

Click + to expand and - to contract

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

This is the window which opens when you click Goals and Objects from the LEA Links.

Close Window	
Goal Number	Goal
>> 1	By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in reading/language arts.
>> 2	All limited English proficient students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts an
>> 3	By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in mathematics.
>> 4	All students will be educated in learning environments that are safe, drug free, and conducive to learning.
>> 5	By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in reading/language arts.
>> 1	All limited English proficient students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts an
>> 6	All students will graduate from high school.
Close Window	

## K. 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: <a href="http://doe.sd.gov/ofm/grants/LEAapp/index.asp">http://doe.sd.gov/ofm/grants/LEAapp/index.asp</a>	10/30/2011
Help Guides	Help guides and information including a Quick Start Guide, Frequently Asked Questions, How to Submit Guide, & multiple Power Point Presentations are available on our website at: <a href="http://doe.sd.gov/ofm/grants/LEAapp/index.asp">http://doe.sd.gov/ofm/grants/LEAapp/index.asp</a>	9/30/2011
Reimbursement Claims	School Districts with approved applications may begin 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: <a href="http://doe.sd.gov/ofm/grants/LEAapp/index.asp">http://doe.sd.gov/ofm/grants/LEAapp/index.asp</a>	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








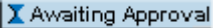
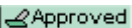

## M. Reminders/Information

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.

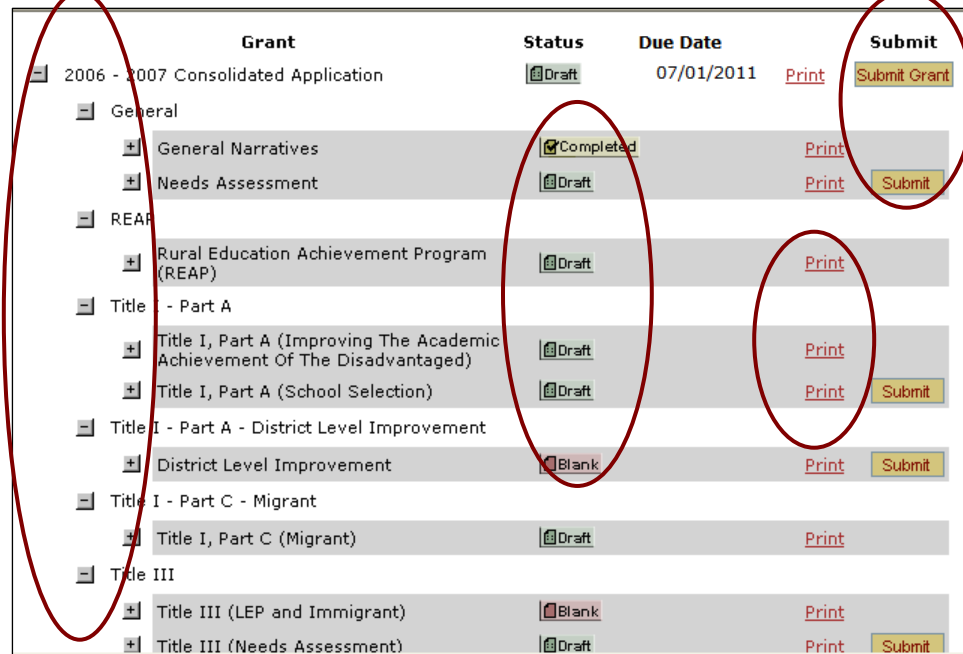
Reminders / Information
<a href="#">View All History</a>
2011-2012 Consolidated Application Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) status changed to  In Progress on '5/5/2011 8:39:18 AM' by Beth Schiltz
2011-2012 Consolidated Application Title I, Part A (School Selection) 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
	<b>Blank</b> – The grant application or section has not been started.
	<b>Draft</b> – The grant application or section has been started but not completed. Changes can be made at any point.
	<b>Completed</b> – 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.
	<b>Locked</b> – All budget sections have been approved and the entire grant application has been submitted the SEA.
	<b>Awaiting Approval</b> – The grant application or section has been recommended for approval by the SEA contact.
	<b>Approved</b> – The grant application or section has been approved by a SEA administrator.
LEA Budget Status Definitions	
	<b>Draft</b> – The section budget is in the process of being entered. Budget items can be changed at any point during the Draft status.
	<b>Awaiting Approval</b> – 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.
	<b>Approved</b> – 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.
	<b>Completed</b> – 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.

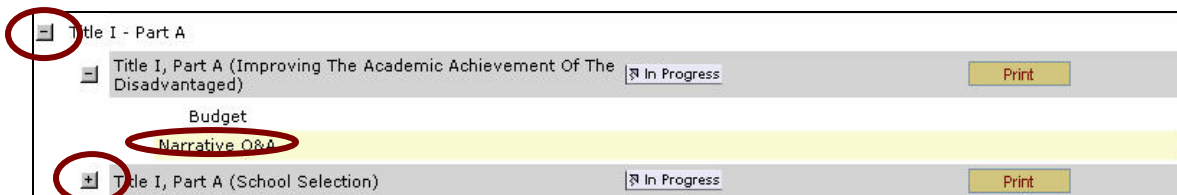


Grant	Status	Due Date	Submit
2006 - 2007 Consolidated Application	Draft	07/01/2011	Print Submit Grant
General			
General Narratives	Completed		Print
Needs Assessment	Draft		Print Submit
REAP			
Rural Education Achievement Program (REAP)	Draft		Print
Title I - Part A			
Title I, Part A (Improving The 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

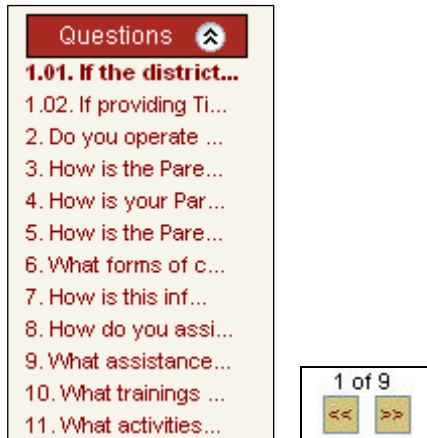
### A. Narrative Q & A

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

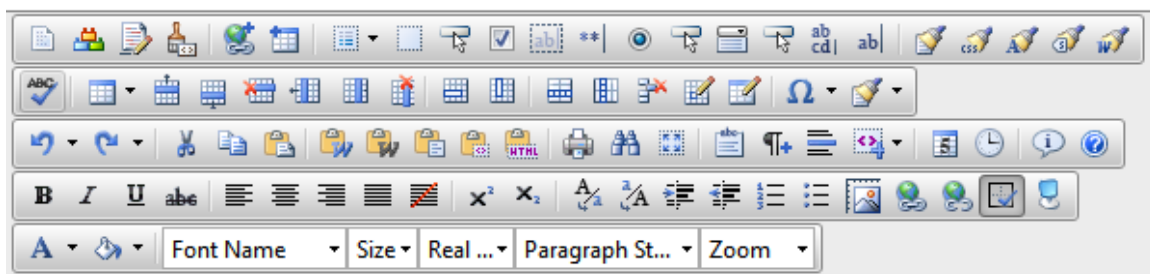
- When navigating through the Narrative Q&A sections via the Questions in the left column, save changes by clicking the 'Save' button prior to leaving the page. When navigating through the Narrative Q&A sections via the arrow buttons within the eGrant system, changes are automatically saved.



**Note:** (Move your mouse over a question to view the text of the question.)

- Narrative answers: those with the necessary permissions can enter directly into the form or type in Microsoft Word and copy and paste them into the answer box.
- Other answer types: those with the necessary permissions can click on one or more of the check boxes or radio buttons and add text, as appropriate.

### ***Narrative Toolbar***



Use the toolbar to edit the text of the answers to the narrative questions. To determine what each icon does, simply put the mouse arrow over the icon. A message box will show what the icon function is.



## Types of Forms

### 1. Answer Type – Narrative

The screenshot shows the eGrant application interface. At the top, there are navigation tabs: eGrant Home, Library, Correspondence, LogOut, DOE Home, and Tech. Assistance. Below these, the page title is "2011-2012 Consolidated Application" with sub-titles "General Narratives" and "Greater Scott School District 61-5". A "Due Date: 7/1/2010 12:00:00 AM" is displayed. A sidebar on the left contains "How To" links (e.g., "How do I make changes to a question?", "How do I submit my section(s)?") and "LEA Links" (e.g., "Add/View Grant", "Contacts", "Assign Grant"). A "Questions" list is also present. The main content area shows question 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?". It includes a "Your answer must include:" section with two bullet points: "A list of the efforts that your district has taken to insure that the physical environment and school routines have been structured in such a way as to promote good behavior." and "Efforts made to prevent drug and alcohol use and risk behaviors." Below this is a rich text editor with a toolbar and a text box labeled "Enter Answer Here".

- Enter answer into text box provided.
- 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")
- Click 'Save'.

### 2. Check Box

Click on the relevant checkboxes to select.

The screenshot shows the eGrant application interface for a checkbox question. At the top, there are navigation tabs: eGrant Home, Library, Correspondence, LogOut, DOE Home, and Tech. Assistance. Below these, the page title is "2011-2012 Consolidated Application" with sub-titles "Needs Assessment" and "Greater Scott School District 61-5". A "Last Updated: 5/11/2011 9:50:48 AM by Beth Schiltz" is displayed. A sidebar on the left contains "How To" links and "LEA Links". The main content area shows question 3: "Check which specific data sources were analyzed as part of the LEA (district) comprehensive needs assessment:". Below this is a list of data sources with checkboxes: "Student Achievement Data" (DakotaSTEP Standards Based Reports, LEA (District) Assessments, Classroom assessment results, Other (check the other box at the bottom to specify additional information)), "LEP test of identification (W-APT)", "Annual test of Progress for English Acquisition (ACCESS)", "Review of annual district and school report cards" (Assessment Reports, Accountability Reports), and "Surveys (Please check which survey(s) was/were completed)" (Search "Attitudes and Behaviors" Survey, American Drug Standard Survey, 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. Needs Assessment

### 1. Strengths and Weaknesses Worksheet

- Type in a 'Strength' or 'Weakness'
- Use the drop down box to select 'Strength' or 'Weakness' and click 'Add'.
- Click the 'No' to change the need to a prioritized need - 'Yes'.
- Current items can be edited. Click the delete button to remove a 'Strength or Weakness'.
- Click 'Save Needs Changes'.

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

Due Date: 7/1/2010 12:00:00 AM  
Last Updated: 5/11/2011 9:59:52 AM by Beth Schiltz  
SEA Contact: [Beth Schiltz](#)

Click here for support request form

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<< >>

6. List the district's strengths and weaknesses based on the results of the comprehensive needs assessment.

These should be brief statements or phrases.

Prioritize the areas that will be addressed with federal funds through the consolidated application.

#### Strengths and Weaknesses Worksheet

Enter the need in the box and click Add button on the right.

Strength Add

Description	Type	Prioritized Needs	
>> high reading scores in elementary	Strength	Yes	Delete
>> elementary math scores are low	Weakness	Yes	Delete
>> migrant students can't speak English	Weakness	Yes	Delete
>> test	Weakness	Yes	Delete
>> low special education reading scores in middle school	Weakness	Yes	Delete

Save Needs Changes

<< >>

### 2. Goals and Objectives Worksheet

7 of 7

<< >> Save and Close

7. Describe the district's action plan for raising student achievement. Include in your answer how professional development, parent and community involvement, and technology are imbedded in the action steps of the goals. Use the worksheet provided through egrant system.

Your answer must include the following:

- The NCLB goal(s) that correlate with the need(s). The goals are broad statements at the district level.
- Objectives that reflect the needs of the district as a whole; each grade span; specific schools, if warranted (school improvement, colony school); and individual student groups. Objectives must be measurable in terms of student outcomes (except NCLB goal 3 which is teacher centered). Objectives must be listed for the period of the application, 2011-2012.
- Multiple strategies should be listed for each objective.
- Appropriate indicators must be identified for each strategy.
- Funding sources must be noted.

Safe and Drug Free Schools (Formerly Title IV) - please be sure to list all programs/curricula/strategies that have an impact on Safe and Drug Free Schools goal, even if they are not funded by Title IV, to give the reviewers a more complete picture of what services you are providing.

#### Goals and Objectives Worksheet

Goal #:

Performance Goals:

Need(s):

- ☐ high reading scores in elementary  
☐ elementary math scores are low  
☐ migrant students can't speak English  
☐ test  
☐ low special education reading scores in middle school

(NCLB Goal 1a)	By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in reading/language arts.
(NCLB Goal 1b)	By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in mathematics.
(NCLB Goal 2)	All limited English proficient students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.
(NCLB Goal 3)	By 2005-2006, all students will be taught by highly qualified teachers.
(NCLB Goal 4)	All students will be educated in learning environments that are safe, drug free, and conducive to learning.
(NCLB Goal 5)	All students will graduate from high school.

## Goals and Objectives Worksheet Cont'd

*Note: (Your first instinct is to select the drop down arrow for the 'Goal #', **which is incorrect. DON'T DO IT!!** The goals will automatically number as you proceed. More than one need may be selected for each goal).*

- First click the cancel button at the bottom of the page.
- To create a goal, select a Need (click at least one of the checkboxes).
- Select a Performance Goal from the dropdown box. The (read-only) text of the goal will display in the field next to the Performance Goals dropdown.
- Click the 'Add Goal' button.

*Note: (If the 'Add Goal' button is grayed, unselect the need(s) and hit the cancel button to refresh the page.)*

Goals and Objectives Worksheet

Goal #  Performance Goals: (NCLB Goal 5) All students will graduate from high school.

Add Goal

- The Goal # field will fill in with the new goal number. The 'Measurable Objectives' table will display.

Goals and Objectives Worksheet

Goal # 7 Performance Goals: (NCLB Goal 5) All students will graduate from high school.

Add Goal Delete Goal

Need(s):

☒ weakness number one for the rapid city district

☐ school does not have a safe environment

[View my goals](#)

Measurable Objective(s) To Meet Goal	Programs, Strategies, Activities To Achieve Objective(s)	Performance Indicators	Funding Source That Will Support Objective(s)
Add... Objective			

Cancel Save Changes Clear Form To Add A New Goal

- Click the Add 'Objective' button.

## Goals and Objectives Worksheet Cont'd

- g) Fill in the Measurable Objective, Program, Performance Indicator, and Funding Source for the objective.
- h) Click the Add 'Objective' to enter each additional Measurable Objective.
- i) Click "Cancel" to remove an incorrect objective that hasn't been saved.
- j) Click "Save Changes". A message in red will indicate when changes have been saved.

4. Show how your Consolidated Plan specifically aligns the district curriculum, technology, and professional development into a district-wide improvement plan designed to enable all students to meet challenging South Dakota content and performance standards by completing as many of the following Goals and Objectives Worksheets as needed. Your goals and objectives should reflect your prioritized needs. You can download a free copy of Achieving Your Vision of Professional Development from our resource section.

Goals and Objectives Worksheet

Changes Saved.

Goal #

5

Performance Goals:

(NCLB Goal 2)

All limited English proficient students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.

Add Goal

Delete Goal

View my goals

Need(s):

☐ weakness number one for the rapid city district
 ☒ school does not have a safe environment

	Measurable Objective(s) To Meet Goal	Programs, Strategies, Activities To Achieve Objective(s)	Performance Indicators	Funding Source That Will Support Objective(s)	
	Language arts test scores improved	Tutoring program established	+ 15 points	Title XII	Delete

Add...

Objective

Cancel

Save Changes

Clear Form To Add A New Goal

<<

>>

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- k) Click 'Clear Form to Add a New Goal' to create your next goal.

## C. 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

1 of 5

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

1 of 5

#### Question 2:

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

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

Last Updated: 5/11/2011

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Cancel << >> Save

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

Cancel << >> Save

2 of 5

### 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-		Middle						

### 3. Selection of Eligible School Attendance Areas

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

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

### Private Schools Receiving Title I Services

The Name of School Attendance Area is automatically entered.

- Click the **Add New Private School** button.
- Select Private School from drop down menu.
- 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	School Name	Level	Served	Count	Count	Count	Count	Percentage
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	%
				<b>12876</b>	<b>3966</b>	<b>1246</b>	<b>152</b>	

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

**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

Save Cancel

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 <b>Per Pupil Amount (PPA)</b> - Divide Line #6 by Line #2	926
8. Will your district serve <b>any</b> eligible schools with less than 35% low-income?	YES <span>▼</span>
If <b>"YES"</b> determine your district's <b>Minimum Per Pupil Amount</b> Enter amount on line #7 multiplied by 1.25 (125%).	
	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***

<b>Section II - Determination of Title I Funds For School Distribution</b>		
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 - School Improvement Choice Related Transportation – must set-aside funds if in School Improvement
- x. Line 12k - School Improvement Supplemental Educational Services – must set-aside funds if in School Improvement, Levels 2 or higher
- 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 \$2,623,304.00

Poverty Average 29.16 %

Minimum Per Pupil Amount \$1,157.00

Name of School Attendance Area	Attendance Area Low-Income Student Percentage	Low-Income Student Attendance - Public	Per Student Amount	Amount to be Distributed to Each School	Total (Declining Balance)
GENERAL BEADLE ELEM	86%	283	\$ 1,165.00	\$ 329,695.00	\$ 2,293,609.00
<b>Private Schools with Students in Attendance Area</b>					
MEMORIAL CHRISTIAN ELEM	0		\$ 0.00	\$ 2,293,609.00	
St Elizabeth Seton Catholic Sch System	1		\$ 1,165.00	\$ 2,292,444.00	
ST PAULS ELEM	0		\$ 0.00	\$ 2,292,444.00	
Zion Lutheran School - Rapid City	0		\$ 0.00	\$ 2,292,444.00	
	<b>1</b>				
NORTH MIDDLE SCH	76%	399	\$ 1,165.00	\$ 464,835.00	\$ 1,827,609.00
<b>Private Schools with Students in Attendance Area</b>					
MEMORIAL CHRISTIAN ELEM	0		\$ 0.00	\$ 1,827,609.00	
St Elizabeth Seton Catholic Sch System	2		\$ 2,330.00	\$ 1,825,279.00	
ST PAULS ELEM	0		\$ 0.00	\$ 1,825,279.00	
Zion Lutheran School - Rapid City	0		\$ 0.00	\$ 1,825,279.00	
	<b>2</b>				
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	<a href="#">PDF</a> <a href="#">Word</a>
General			
General Narratives	Draft		<a href="#">PDF</a> <a href="#">Word</a>
Needs Assessment	Draft		<a href="#">PDF</a> <a href="#">Word</a>
REAP			
Rural Education Achievement Program (REAP)	Blank		<a href="#">PDF</a> <a href="#">Word</a>
Title I - Part A			
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	Draft		<a href="#">PDF</a> <a href="#">Word</a>
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.

2. 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 Nincehaiser](#)

[Click here for support request form](#)

Current status is: **Submitted** [Print Budget Summary](#)

Funds Available to Budget \$18,438

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
	<b>\$6,157</b>	<b>\$1,000</b>	<b>\$1,700</b>	<b>\$500</b>		<b>\$9,357</b>
						Indirect Costs: <b>\$0</b>
						Funds Budgeted: <b>\$9,357</b>

**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

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

<b>Funding Summary</b>			
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
<b>Transfers Out</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**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)	Title II, Part A	Title II, Part D	Title IV, Part A	Title V, Part A	Transfers In
Transfer To (Rows)					
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.

eGrant Home

2006 - 2007 Consol  
Budget Transfer  
Rapid City Area School  
[Back to Budget Summary](#)

## 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	<a href="#">PDF Word</a> <a href="#">Submit Grant</a>
General			
General Narratives	Approved		<a href="#">Print</a>
Needs Assessment	Approved		<a href="#">Print</a>
REAP			
Rural Education Achievement Program (REAP)	Approved		<a href="#">Print</a>
Title I - Part A			
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	Approved		<a href="#">Print</a>
Title I, Part A (School Selection)	Approved		<a href="#">Print</a>
Title I - Part A - School Wide			
ROSLYN ELEM	Approved		<a href="#">Print</a>
ROSLYN JR HI	Approved		<a href="#">Print</a>

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

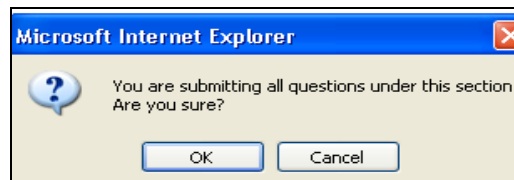
### A. Completion of Grant

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

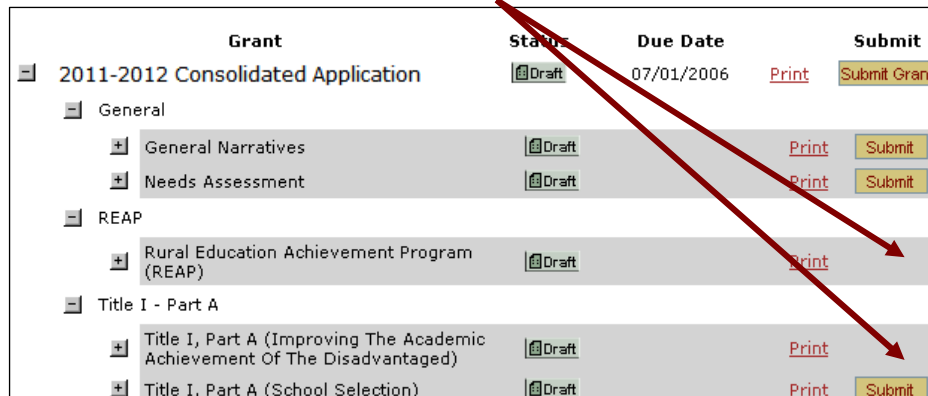
Grant	Status	Due Date	Submit
2011-2012 Consolidated Application	Draft	07/01/2011	<a href="#">PDF Word</a> <a href="#">Submit Grant</a>
General			
General Narratives	Completed		<a href="#">PDF Word</a>
Needs Assessment	Draft		<a href="#">PDF Word</a> <a href="#">Submit</a>
REAP			
Rural Education Achievement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

## 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

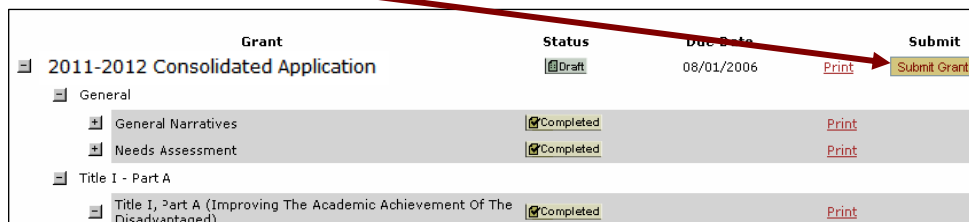
1. The Business Manager or Fiscal Representative has not approved the budget section of the grant and/or;
2. The individual logged into the eGrant system may have read only or edit permissions and not have the ability to submit sections of the grant.

## 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	Completed	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 ...

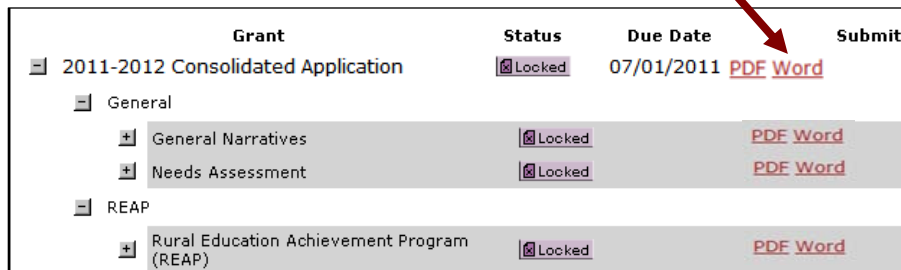
Grant	Status	Due Date	Submit
<div>2011-2012 Consolidated Application</div> <div><div>General</div><div><div>General Narratives</div><div>Needs Assessment</div></div><div>REAP</div><div><div>Rural Education Achievement Program (REAP)</div></div></div>	<div>Locked</div> <div>Locked</div> <div>Locked</div>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

## 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.

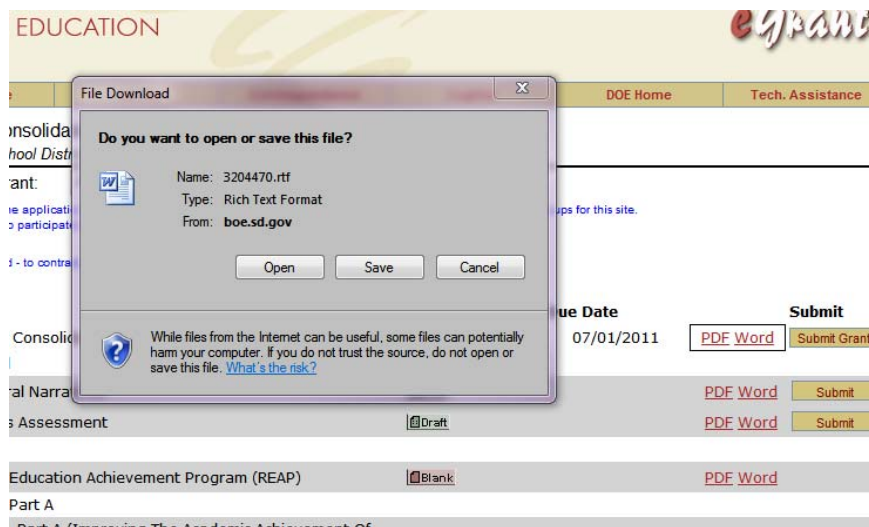
### A. Print the Whole Document

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

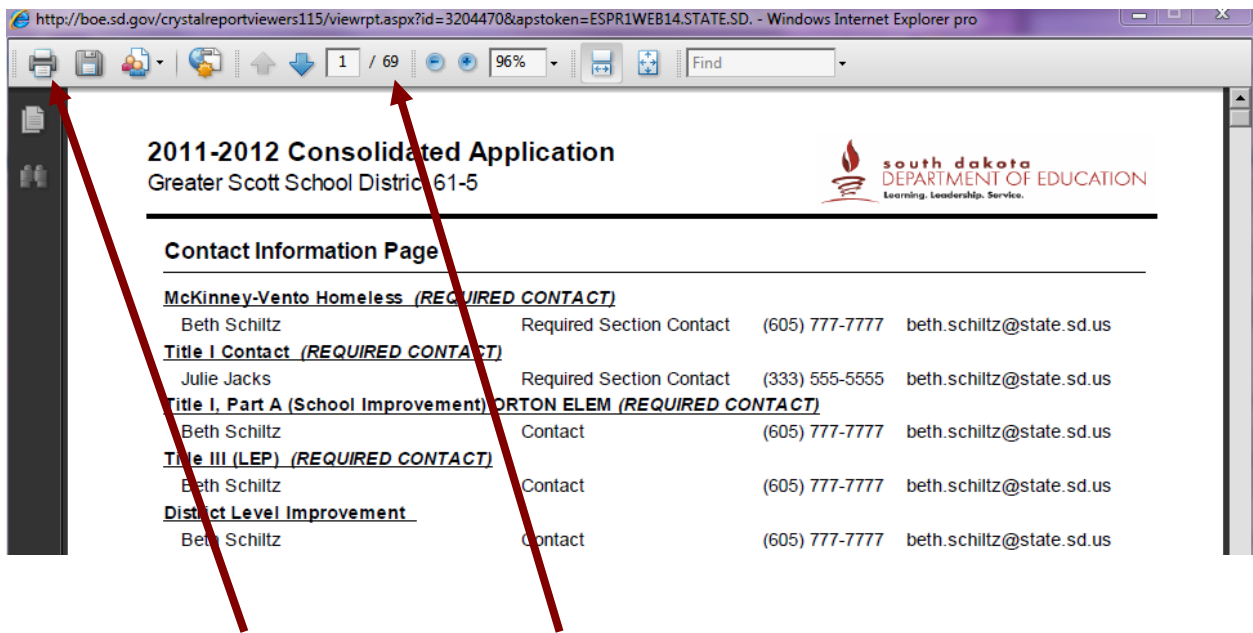


Grant	Status	Due Date	Submit
2011-2012 Consolidated Application	Locked	07/01/2011	<a href="#">PDF</a> <a href="#">Word</a>
General			
General Narratives	Locked		<a href="#">PDF</a> <a href="#">Word</a>
Needs Assessment	Locked		<a href="#">PDF</a> <a href="#">Word</a>
REAP			
Rural Education Achievement Program (REAP)	Locked		<a href="#">PDF</a> <a href="#">Word</a>

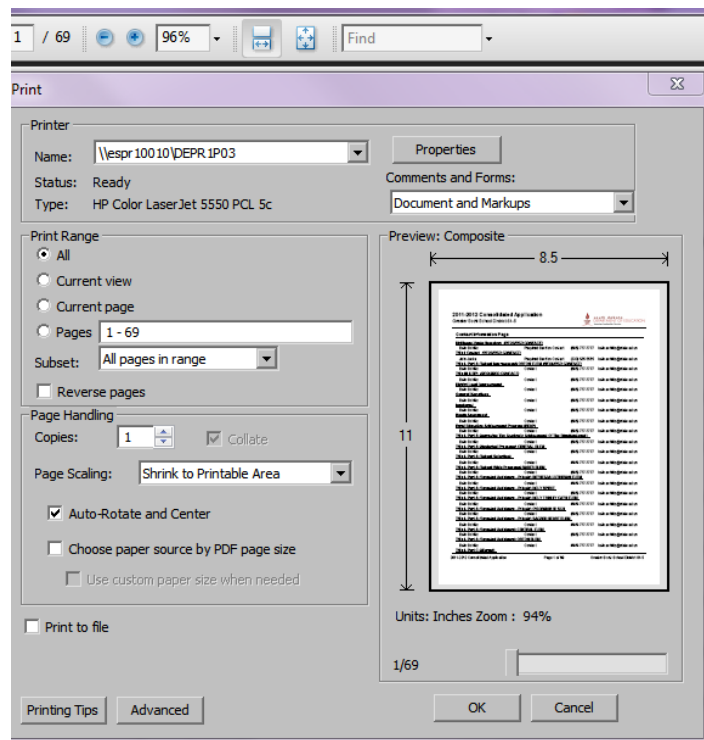
2. If you choose “Word”, it will take a few minutes for the system to load all of the application information. A window will open. Click on Open. The document opens in Word as a .rtf file. (The document may be saved as a Word document if wanted). Print the document as you would any other Word document.



- 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.

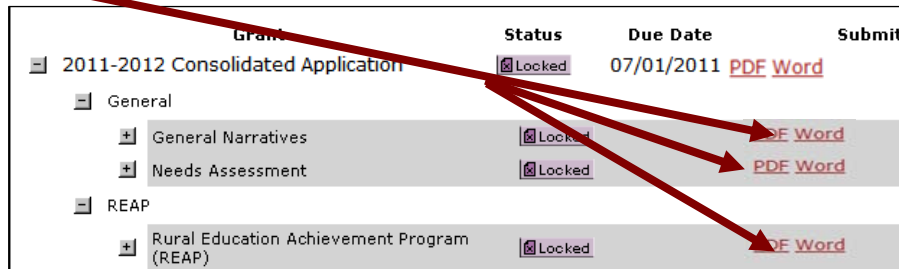


- Click the print icon. Notice the length of this document.
- Select the printer name from the drop down box Click ‘OK’ at the bottom of the page.



## B. Print Specific Sections

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

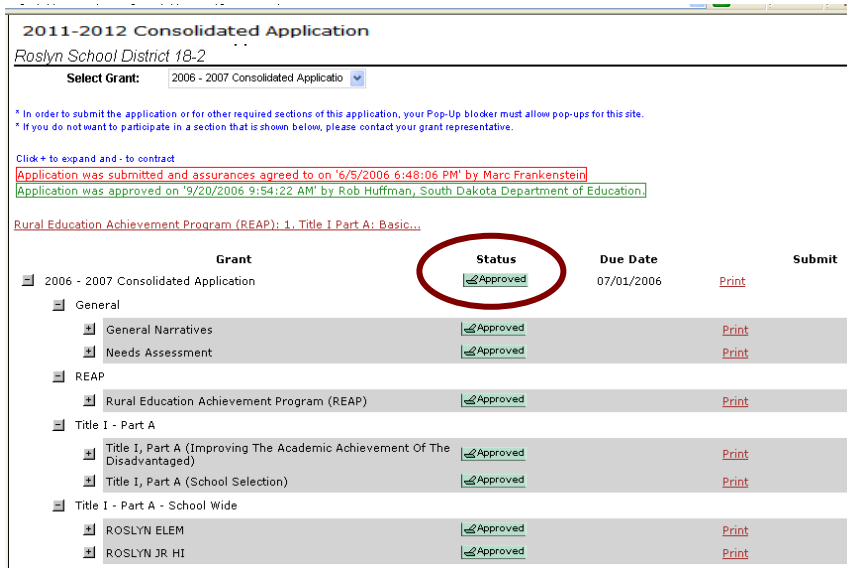


Grant	Status	Due Date	Submit
2011-2012 Consolidated Application	Locked	07/01/2011	<a href="#">PDF Word</a>
General			
+ General Narratives	Locked		<a href="#">PDF Word</a>
+ Needs Assessment	Locked		<a href="#">PDF Word</a>
REAP			
+ Rural Education Achievement Program (REAP)	Locked		<a href="#">PDF Word</a>

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	Approved	07/01/2006	<a href="#">Print</a>
General			
+ General Narratives	Approved		<a href="#">Print</a>
+ Needs Assessment	Approved		<a href="#">Print</a>
REAP			
+ Rural Education Achievement Program (REAP)	Approved		<a href="#">Print</a>
Title I - Part A			
+ Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	Approved		<a href="#">Print</a>
+ Title I, Part A (School Selection)	Approved		<a href="#">Print</a>
Title I - Part A - School Wide			
+ ROSLYN ELEM	Approved		<a href="#">Print</a>
+ ROSLYN JR HI	Approved		<a href="#">Print</a>

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



LEA Links
<a href="#">Add/View Grant</a>
<a href="#">Contacts</a>
<a href="#">Assign Grant</a>
<a href="#">Permissions /</a>
<a href="#">Authorizations</a>
<a href="#">Goals and Objectives</a>
<a href="#">Reimbursements</a>

## A. Select Grant

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

The screenshot shows the 'eGrant' system interface. At the top, there is a header with the South Dakota Department of Education logo and the 'eGrant' logo. Below the header 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 a 'Select Grant:' dropdown menu with '2011-2012 Consolidated Application' selected. A 'Go' button is visible below the dropdown. On the right side, there is 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 for the 'Select Section' step. The navigation bar and 'LEA Links' menu are the same as in the previous screenshot. The main content area displays '2011-2012 Consolidated Application' and 'Greater Scott School District 61-5'. Below this, there is a 'Select Grant:' dropdown menu with '2011-2012 Consolidated Application' selected. A 'Go' button is visible below the dropdown. Below the 'Go' button, there is a 'Program:' dropdown menu with 'Title I, Part A (Improving The Academic Achievement of All Children)' selected. A 'Go' button is visible below the dropdown. On the right side, there is a link: 'Click here for support request form'. Below the link, there is a text input 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
<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			Click here for support request form		
	Select Grant: 2011-2012 Consolidated Application			First Date to Obligate Funds: NOT APPROVED (Date Application Submitted in "Substantially Approvable Form")		
	<input type="button" value="Go"/>			<a href="#">View Budget Summary</a> <a href="#">Click here to request a Budget Amendment</a>		
	Program: Title I, Part A (Improving The Academic Achievement C					
	<input type="button" value="Go"/>					
	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"/> <b>New Reimbursement</b>			<input type="button" value="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

		Amount	Balance
Indirect Cost Rate:	Budget	\$ 0	
4.43%	Prior	\$ 0	\$ 0
	Current		
<b>GRAND TOTAL</b>	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		
<b>Totals</b>	\$ 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
<b>Totals</b>	<b>\$ 52,640</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 52,640</b>

### 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		
<b>Totals</b>	<b>\$ 28,237</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

## F. Submitting the Reimbursement Claim

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

The screenshot shows the REAP Reimbursement Form interface. A confirmation dialog box from Microsoft Internet Explorer is displayed, asking "Are you sure you want to submit this Reimbursement?" with "OK" and "Cancel" buttons. Below the dialog, there is a summary table with columns: Originating Source of Funds, Available Funds, Amount Requested To Date, Current Request, and Amount Remaining. The table shows data for Title I, Part A and a Totals row. To the right of the dialog, there is a section for Budget and Current amounts, showing a Budget of \$51,775 and a Current amount of \$0. At the bottom right, there are buttons for "Save and Calculate Totals" and "Submit".

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>

## 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 Application

First Date to Obligate Funds: 9/20/2006 (Date Application Submitted is "Substantially Approvable Form")

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

Select Previous Reimbursement:

Date	Amount
10/06/2006	\$ 25,000

**GO**

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

	300	400	500	TOTALS	BALANCE
Benefits	11,775			\$ 51,775	
Purchased Services					
Supplies Materials					
Capital Acquisition					
Programs for English Children (Title I)	Prior			\$ 0	
	Cur	15000	10000	\$ 25,000	\$ 26,775
Attendance and Social Work	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 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 Mary Frankenstein](#)  
[Application was approved on '9/20/2006 9:54:22 AM' by Bob Huffman, South Dakota Department of Education](#)

Grant	Status	Due Date	Print	Submit
2006 - 2007 Consolidated Application	Approved	07/01/2006	Print	Submit
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.](#)

eGrant Home Library Correspondence LogOut DOE Home Tech. Assistance

**How To**

\* How do I complete the Budget Summary Page?  
 \* Why does the 'Approve All Budget Items' button not display?  
 \* Why are the Carryover Amounts not figured into the budget?  
 \* How do I complete the Transferability Option?

**LEA Links**

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

**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  
 SEA Contact: [Lodi Rucenstein](#)

**Q A** [Click here for request form](#)

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

Current status is: **Approved**

**Funds Available to Budget** \$52,515

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
	\$40,000	\$11,775				\$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

eGrant Home Library Correspondence LogOut DOE Home

**LEA Links**

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**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: 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	(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.

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

Salaries  Class Size Reduction

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
Requested Amendment:	0
Amended Budget Total:	51,775

Original Budget: \$ 51,775  
Revision #1: (\$ 0) \$ 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

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:

## 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

[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 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	Salaries			\$ 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

7. 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: 52,515  
 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		

8. 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)	(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

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.



## 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](#)