

# Federal Title Program Funds



NORTH DAKOTA DEPARTMENT OF  
**PUBLIC INSTRUCTION**

Kirsten Baesler, State Superintendent

600 E Boulevard Ave., Dept. 201

Bismarck, ND 58505-0440

[www.nd.gov/dpi](http://www.nd.gov/dpi)

# Funding Your Plan: Budgeting Process for the Consolidated Application

# Consolidated Application Process

## Consolidation Application

**Part 1 – Intent to Apply**

**Part 2 - Narrative Sections**

**Part 3 - Budget Building Process**

## **Federal Allocations**

- [Final 2023-2024 Federal Title Allocations](#)
- [Preliminary Set-Aside Amounts 2023-2024](#)

## **Consolidated Application Resources**

- [Federal Title Programs Consolidated Application Guidance](#)
  - [General Assurances](#)

## **WebGrants**

- [WebGrants Login](#)
- [Web Grants User Guide](#)

## **Training Videos Applicable to All Program Areas**

- [Logging In & Navigation](#)
- [Amendments](#)
- [Claims](#)
- [Multi-budget Claims](#)
- [Contracts](#)

# Best Practices for Funding Your Plan



- Review program guidance and trainings on allowability and requirements. There are no changes to allowable activities from last year.
- Ensure federal Title funds helps accomplish key initiatives, supports the K-12 Strategic Vision, and aligns to the local strategy map as described in the Con App narratives.
- Ensure program activities meet evidence-based criteria.
- Define staff roles and responsibilities for budgeting.
- Ensure budget reflects stakeholder consultation.

Successful outcomes for all depend on a collaborative team which has defined roles and responsibilities.

# Timeline of Process and Support

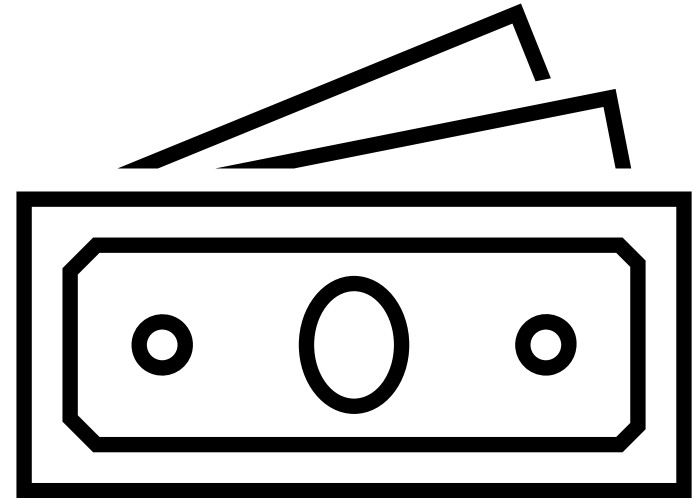


## 2023-2024 Budget Process in WebGrants

- **Part 1-Intent to Apply: Submitted by May 20**
- **Part 2-Con App Narrative: Submitted by June 30**
- **Part 3-Budget Process: Submitted by August 25**
- **Budget process begins after release of final allocations and 5-7 business days after Con App Narrative approval**
- **District submits contract amendment to obligate funds to NDDPI no later than August 25**

# Budget Planning Process

- Use your strategic plan, final allocations, and Federal Title Program guidance to determine budget activities.
- NDDPI recommends using other tools to plan a detailed budget until final allocations are released and official budgets are created in WebGrants.



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# Con App Process for Budget Approval



- Once the Con App narrative is approved, the district will receive an Email/WebGrants notification
  - If you have not received this, there are corrections that are needed for your consolidated application so please check your Alert history
- Within 5-7 business days, NDDPI staff will create a budget(s) for the associated federal Title program(s) with all funds represented in the unobligated object code (950)

# Con App Process for Budget Approval



- District completes a Contract Amendment to obligate and justify program activities for the Initial Budget
  - The budget form provides allowable object codes with space for the district to describe activities.
    - Ensure object and tracking codes are accurately aligned to NDSDFARM within the budget and ledger.
    - Descriptions are required for all budget line items.
    - Claims cannot be made in object codes that don't have funds.
- NDDPI staff reviews the Contract Amendment/Initial Budget
  - If activities are allowable, the amendment is approved and a final budget is created by NDDPI staff
  - If changes are required, the Contract Amendment will be negotiated back for revision
- After the final budget is approved, districts will receive a Contract (grant award) which must be signed by the Authorized Representative before any claim can be made



# Creating a Contract Amendment in WebGrants



# Steps to Obligate Funds and Enter Program Activities

1. Log into WebGrants.
2. Select "Grants" in the left menu.
3. Select the grant you are working on.
4. Notice the awarded amount at the top of the page. This amount has been pre-populated in the "unobligated" category.
5. Under the "Grant Components" tab, select "Contract Amendment".
6. Select "Add Amendment"
7. Default is Status = "Editing" and Amendment Type = "Budget Revision" (even though this is an initial budget) - leave as is.
8. Enter "**Initial budget**" in the Title line.
9. SAVE form.
10. Select "Edit Amendment"
11. In the "Budget" tab, select "Edit Form" to add the Amendment Justification.
12. Input "**Initial Budget**" in the narrative box for the initial justification.
13. Select "Save Form" and "Mark as Complete".
14. Add a row for each program activity within the correct object code section.
15. Provide a specific brief description for the program activity. Use similar verbiage for related activities across object code sections.

## **General Reminders**

- Use labeling
- Enter name of school participating (i.e., Elementary, Middle, HS, or name of school)
- Include a brief but specific description for each program activity (i.e., “ABC Elementary School Title I Reading teacher salary 1 FTE”)

## **Set-asides Labeling**

- PFE = Parent and Family Engagement
- Nonpublic "Name of School" = Nonpublic Equitable Services
- N&D = Neglected and Delinquent services for identified students based on need
- Homeless = Homeless services for identified students based on need

WebGrants Link: <https://nddpi.grants.nd.gov/index.do>




### Login

 Enter your user id and password

**SIGN IN**

 ND.GOV STAFF ONLY

[Click Here to Access Single Sign On Tool](#)

 Interested in the current posted Opportunities?

[View Current Funding Opportunities](#)

### Announcements

\*\*\*PLEASE READ\*\*\*

The login issue has been resolved. Passwords can contain any characters. The only characters allowed in User Names are:

- \_ (underscore)
- (dash)
- . (period)
- @ (at symbol)
- ! (exclamation)

#### **You MUST follow the steps below PRIOR to logging into WebGrants!**

WebGrants will not allow access until you do these steps:

1. Click on [NDLogin Link](#) to confirm an account exists for that User Name and Password (this also works to unlock an existing account).
2. Make sure the account has a recovery phone number. If not, add it and request a verification text to activate the account (The security phone number is not required when setting up an ND Login account, but if not populated you can't log in to WebGrants).
3. Once completed, your NDLogin login credentials will be verifiable each time you log into WebGrants.

**If you already have a North Dakota login that works with other ND apps, you do not need to create a new account!**

If you do not have an existing NDLogin you MUST set one up prior to logging in to request access to WebGrants. [NORTH DAKOTA LOGIN REGISTRATION](#)

#### **Login Issues? Use the links below for:**

- [Forgot My Login Link](#)
- [Forgot My Password Link](#)
- [ND Login Registration Link](#)

**Do NOT use the dash (-) or ampersand (&) in your ND Login password, you will not be able to log into WebGrants.**

- [Dashboard](#)
- [Funding Opportunities](#)
- [Applications](#)
- [Grants](#)
- [Reports](#)
- [My Profile](#)

[Back](#) [Print](#) [Online Help](#) [Log Out](#)

## Approaching Deadlines - Next 30 Days [View Overdue Approaching Deadlines](#)

This section displays the documents with due dates arriving in the next 30 days or overdue.

Due Date	Document	Sub-Type	ID	Status	Title	Program Area	Funding Opportunity
Jun 30, 2023 11:59 PM	Application	Final Application	35013	Editing	LN Test 4-26-23	Title-Federal Title Programs	33861-Consolidated Application 2023-2024

## Recent Negotiations - Due Within 30 Days

This section displays the documents that you negotiated in the last 30 days.

Due Date	Document Type	Sub Type/Round	ID	Status	Title	Organization	Program Area	Funding Opportunity
No data available in table								

## Recent Correspondence - Within the Last 30 Days

Sent Date	Flag	From	To	Subject	Message
No data available in table					

## My Site Visits - Inbox

Site Visits assigned to you personally appear below.

Due Date	Number	Type	Status	Grant	Organization	Program Area	Funding Opportunity
No data available in table							

## Organization Compliance

Status	Type	Due Date	Description	Compliance Date	Resolution	Duration	Attachment	Comments	Submitted By	Submitted Date
No data available in table										



### Current Grants

All active grants are listed below.

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Duration
14962	Underway	2022	Demo Grant	North Dakota Department of Public Instruction	Title IV-Title IV	7684-Title IV SY 2021-2022	07/01/2021 - 09/30/2023
19618	Underway	2022	testing budget forms with hidden claims & added set aside	North Dakota Department of Public Instruction	SpecEd-Special Education	19256-Special Education 2022-2023	07/01/2022 - 09/30/2024
10541	Underway	2021	EANS 3/20-9/23 84.425R	North Dakota Department of Public Instruction	CARES-CARES-CRRSA-ARP	9847-EANS - Emergency Assistance to Non-Public Schools	03/13/2020 - 09/30/2023
13420	Underway	2021	ESSER III 3/20-9/24 84.425U	North Dakota Department of Public Instruction	CARES-CARES-CRRSA-ARP	13367-ESSER III - FORMS TESTING FUNDING OPPORTUNITY***Elementary and Secondary School Emergency Relief Fund III - Copy	03/13/2021 - 09/30/2024
2021	Underway	2021	final form testing for funding opportunity	North Dakota Department of Public Instruction	NegDel-Neglected & Delinquent	1332-Neglected/Delinquent - Subpart 2 (School Districts) 2020-2021	07/01/2020 - 09/30/2022
3411	Underway	2021	Migrant FY20 84.011A Demo	North Dakota Department of Public Instruction	Migrant-Migrant	1329-Migrant Education - Summer Program Year 2020	07/01/2020 - 09/30/2022
58Base	Underway	2021	Title I 2019-2020	North Dakota Department of Public Instruction	Title-Federal Title Programs	4936-Title I 2020-2021	07/01/2019 - 09/30/2021

## Grant Project Period

- Each pot of money will exist in its own project year (the fiscal year it is awarded).
  - Example: FY 2023-2024 will exist beyond this year from July 1, 2023-September 30, 2025.
  - There is no longer a “carryover” process.
- Each awarded grant will only allow budgeting for the grant period.



 9471 - testing forms - 2022

Status: **Awarded**

Program Area: Title I

Funding Opportunity: 7678-Transfer Title I 2020-2021

Organization: BaseLine Organization

Program Officer: Rebecca Pollert

Awarded Amount: \$289,000.00

Grant Components

Status Report

 Grant Components

 Manage Alerts

 Notes (0)

 Map Grant

 Copy Grant

 Delete Grant

Component	Form Type / Source / Security	Last Edited
General Information	  	Feb 23, 2021 2:57 PM - Rebecca Pollert
Claims (Requests for Funds)	  	-
Appropriations	  	-
Encumbrances	  	-
Set-Aside Reports (if Applicable)	  	Aug 10, 2021 1:49 PM - Amanda Peterson
Contract Amendments (Budget Change Requests)	  	Aug 10, 2021 1:43 PM - Amanda Peterson
Correspondence	  	-
Budget	  	Aug 10, 2021 1:42 PM - Rebecca Pollert



9471 - testing forms - 2022

Status: **Awarded**

Program Area: Title I

Funding Opportunity: 7678-Transfer Title I 2020-2021

Organization: BaseLine Organization

Program Officer: Rebecca Pollert

Awarded Amount: **\$289,000.00**



- Grant List
- Genera
- Claims
- Approp
- Encumb
- Set-As
- Contra**
- Corres
- Budget
- Contra



Amendments

Notes (0)

**+ Add Amendment**

ID	Type	Status	Title	Submitted Date
9471 - 001	Budget Revision	<b>Editing</b>	Initial Budget	
9471 - 002	Budget Revision	<b>Withdrawn</b>	Initial Budget	Aug 10, 2021 2:44 PM
9471 - 003	Budget Revision	<b>Withdrawn</b>	Initial Budget	Aug 10, 2021 3:47 PM

**← Previous**

**Next →**

[← Back](#)[Print ▾](#)[? Online Help](#)[Log Out](#)

## General Information - Amendment - Edit

[Save Form](#)**Status\*:**


Editing ▾

**Amendment Type\*:**

Budget Revision ▾

**Title\*:**

Initial Budget



Add version (Initial Budget)  
of budget revision here

 **Amendment Details**[Copy](#)[Notes \(0\)](#)[Feedback](#)[Edit Amendment](#)

## 9471 - testing forms - 2022

### Amendment Details

**Funding Opportunity:** 7678-Transfer Title I 2020-2021  
**Program Area:** Title I  
**Status:** Editing  
**Amendment Number:** 001  
**Amendment Type:** Budget Revision  
**Amendment Title:** Initial Budget

**Initial Submit Date:**  
**Initially Submitted By:**  
**Last Submit Date:**  
**Last Submitted By:**  
**Approved Date:**  
**Approved By:**

### Contact Information

[Primary Contact Information](#)[Organization Information](#)



Budget Revision Summary - Current Version

Create New Version

View Versions

This section includes current approved budget amounts by object code. When completing, enter the total requested for each object code in the Proposed Revision Amount. (Do not enter the amount of the increase/decrease but rather the proposed total by line.)

Amendment Justification



Edit Form

Justification\*:

Last Edited By: Stefanie Two Crow - Aug 13, 2021 11:10 AM

Edit Form

Amendment Justification

Mark as Complete

Save Form

Justification\*:

Initial Budget

486 character(s) left



Save Form



☰ 110 - Salaries of Regular Employees-Certified Personnel - Multi-List

+ Add Row

Certified Personnel – Salaries for certified personnel including teachers, substitute teachers, stipends to staff for attending workshops that are held after regular school hours. Object Code 110 Guidance

**\*\*DO NOT DELETE LINES!** To remove an item, please enter \$0 in the Revised Budget Amount. If a line is deleted, the Current Budget Amount will display inaccurately at the top of the page, and users will need to start a new amendment\*\*

Description	Current Budget Amount	Revised Budget Amount
-------------	-----------------------	-----------------------

No Data for Table

Last Edited By: Lauri Nord - Jun 29, 2022 2:23 PM

+ Add Row

☰ 120 - Salaries of Regular Employees-Noncertified Personnel - Multi-List

+ Add Row

Noncertified Personnel – Salaries for non-certified personnel including aides, paraprofessionals, bus drivers, secretaries. Object Code 120 Guidance

**\*\*DO NOT DELETE LINES!** To remove an item, please enter \$0 in the Revised Budget Amount. If a line is deleted, the Current Budget Amount will display inaccurately at the top of the page, and users will need to start a new amendment\*\*

Description	Current Budget Amount	Revised Budget Amount
-------------	-----------------------	-----------------------

No Data for Table

Last Edited By: Lauri Nord - Jun 29, 2022 2:23 PM

+ Add Row

☰ 200 - Personal Services-Employee Benefits - Multi-List

+ Add Row

Employee Benefits – Payments that are not part of gross salary made on behalf of employees including insurance, Social Security, retirement, unemployment compensation, Workers Compensation, annual leave, sick leave. School districts paying stipends to staff must pay benefits for those stipends. Object Code 200 Guidance

**\*\*DO NOT DELETE LINES!** To remove an item, please enter \$0 in the Revised Budget Amount. If a line is deleted, the Current Budget Amount will display inaccurately at the top of the page, and users will need to start a new amendment\*\*

Description	Current Budget Amount	Revised Budget Amount
-------------	-----------------------	-----------------------

No Data for Table

Last Edited By: Lauri Nord - Jun 29, 2022 2:23 PM

+ Add Row

☰ 300 - Purchased Professional and Technical Services - Multi-List

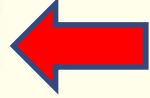
+ Add Row

☰ 110 - Salaries of Regular Employees-Certified Personnel

Save Row

Description\*:

Title I Reading Teachers (2 FTEs)

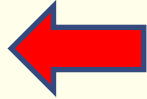


Awarded Amount:

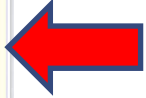
\$0

Proposed Revision Amount:

\$100,000



Save Row



☰ 110 - Salaries of Regular Employees-Certified Personnel - Multi-List

✓ Mark as Complete

+ Add Row

✎ Edit All Rows

Description	Awarded Amount	Proposed Revision Amount
Title I Reading Teachers (2 FTEs)	\$0.00	\$100,000.00
	\$0.00	\$100,000.00

Last Edited By: Stefanie Two Crow - Aug 13, 2021 11:44 AM

+ Add Row

☰ Unobligated - Multi-List

+ Add Row    ✎ Edit All Rows

Description	Awarded Amount	Proposed Revision Amount
Initial Grant Award	\$289,000.00	\$0.00
	\$289,000.00	\$0.00

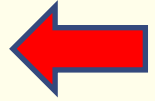
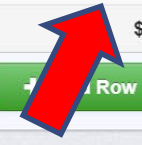
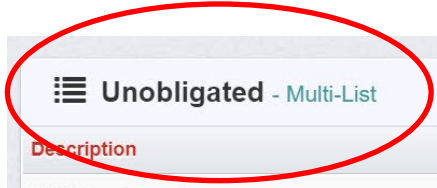
Last Edited By: Stefanie Two Crow - Aug 13, 2021 11:10 AM

+ Add Row

☰ Totals

Budget Amount Totals

110 - Salaries of Regular Employees-Certified Personnel:	\$0.00
120 - Salaries of Regular Employees-Noncertified Personnel:	\$0.00
200 - Personal Services-Employee Benefits:	\$0.00
300 - Purchased Professional and Technical Services:	\$0.00
400 - Purchased Property Services:	\$0.00
500 - Other Purchased Services:	\$0.00
600 - Supplies and Materials:	\$0.00
700 - Property and Equipment:	\$0.00
800 - Other Objects:	\$0.00
900 - Other Use of Funds:	\$0.00
Unobligated:	\$289,000.00
Total Requested:	\$289,000.00



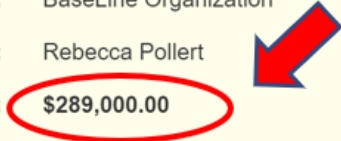
# Review Budget Summary Totals

## Budget Revision Summary Totals

110 - Salaries of Regular Employees-Certified Personnel:	\$200,500.00
120 - Salaries of Regular Employees-Noncertified Personnel:	\$30,000.00
200 - Personal Services-Employee Benefits:	\$50,000.00
300 - Purchased Professional and Technical Services:	\$1,500.00
400 - Purchased Property Services:	\$0.00
500 - Other Purchased Services:	\$2,000.00
600 - Supplies and Materials:	\$1,500.00
700 - Property and Equipment:	\$3,000.00
800 - Other Objects:	\$500.00
900 - Other Use of Funds:	\$0.00
Unobligated:	\$0.00
<b>Total Requested:</b>	<b>\$289,000.00</b>

- Ensure all activities are represented
- Total Requested cannot exceed Awarded Amount

Status:	<b>Awarded</b>
Program Area:	Title I
Funding Opportunity:	7678-Transfer Title I 2020-2021
Organization:	BaseLine Organization
Program Officer:	Rebecca Pollert
Awarded Amount:	<b>\$289,000.00</b>



## 110 - Salaries of Regular Employees-Certified Personnel

Save Row

Description\*:

Title I Reading Teachers (2 FTEs)

Awarded Amount:

\$0

Proposed Revision Amount:

\$100,000

Save Row

## 110 - Salaries of Regular Employees-Certified Personnel - Multi-List

✓ Mark as Complete

+ Add Row

Edit All Rows

Description

Awarded Amount

Proposed Revision Amount

Title I Reading Teachers (2 FTEs)

\$0.00

\$100,000.00

\$0.00

\$100,000.00

Last Edited By: Stefanie Two Crow - Aug 13, 2021 11:44 AM

+ Add Row



Amendment Preview

Alert History

Map

Versions



## Amendment Details

✓ Submit Amendment

 Copy

 Notes (0)

 Feedback

 Preview Amendment

Component

Complete?

Last Edited

General Information



Aug 16, 2021 9:43 AM - Stefanie Two Crow

Budget Revision Summary



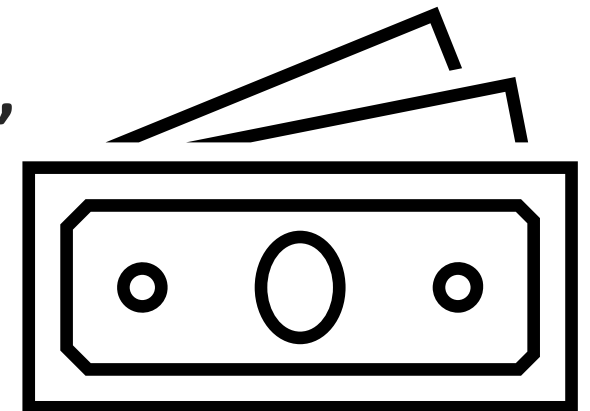
Aug 16, 2021 10:05 AM - Stefanie Two Crow

# Reminders: Fiscal

- Ensure district Sam.gov registration is active. No Contract can be created unless it is active.
- Sign the Contract (i.e., grant award) in WebGrants and ensure the Contract shows “Executed”
- **FUNDS MUST BE CLAIMED WITHIN 120 DAYS OF EXPENDITURE.**
  - 2 CFR § 200.305(b) subgrantees, including LEAs, must minimize the time elapsing between disbursement by the subgrantee and the transfer of funds from the State
- Final Claim is made once all dollars are expended, and the grant has a \$0 balance
- Detailed ledgers are required to be uploaded with each claim, including the final claim
- Contract amendments may need to be made if funds are used for purposes outside of what was described in the approved Consolidated Application
- Complete assigned Status Reports for required set-asides
  - Title I Parent & Family Engagement, Title I Neglected & Delinquent, and Nonpublic School Equitable Services (Title I, II, or IV)
  - Status report due with claims through June 30<sup>th</sup> (by July 12) and \$0 balance
  - *NOTE: This only affects a small number of districts*

# Best Practices for Fiscal Procedures

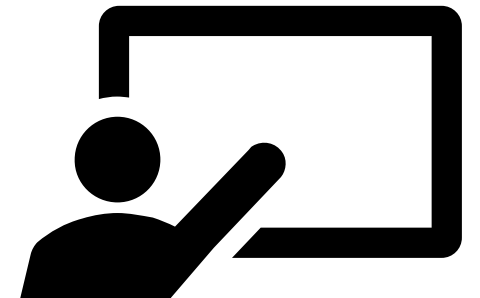
- **Establish a process for submitting claims at least quarterly for small districts and monthly for large districts**
- **Complete budget revisions at the time changes in activities occur.**
- **Ensure district accounting ledgers have details which provide enough descriptions of activities to ensure allowability and must ALWAYS match the most current, approved budget.**



# Upcoming Training Opportunities



- **Consolidated Application Budget Training and Q&A Microsoft Teams Sessions**
  - July 24, 2023 – 1:00-2:00 PM CDT [Click here to join](#)
  - August 22, 2023 – 9:00-10:00 AM CDT [Click here to join](#)
- **Back-to-School Drilldown for School Leaders – August 2, 2023** [Register here](#)
- **Accountability Report Review-Data Overview – August 18, 2023 1:00-2:00 PM CDT** [Click here to join](#)
- **EL Crash Course – September 13-14, 2023** [Register here](#)
- **Foster Care/Homeless/N&D Meeting – September 18, 2023**
- **Title I Schoolwide and Targeted Assistance Training – September 22, 2023**
- **Continuous Improvement Fall Trainings (various locations) – TBD**
- **Choice Ready Workshops**
  - October 2, 2023 – Bismarck
  - October 4, 2023 – Fargo
- **NDCEL Fall Conference – October 18-20, 2023**
- **Educators' Conference (sponsored by Cognia/NDDPI) – April 23-24, 2024**





# Consolidated Application Contacts



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NORTH DAKOTA DEPARTMENT OF  
**PUBLIC INSTRUCTION**