



# **Funding Your Plan: Consolidated Application Budgeting Process Q & A**

**Amanda Peterson**

July 31, 2025



[nd.gov/dpi/](https://nd.gov/dpi/)

# Allocations Update

- ✓ As of July 30, 2025, the NDDPI has received 2025-2026 grant awards for all federal programs.
- ✓ Final allocations will be found [here](#).



Program	2020-2021 Final	2021-2022 Final	2022-2023 Final	2023-2024 Final	2024-2025 Final	2025-2026 (Final)
<b>Title I, Part A</b> Improving Academic Achievement	\$40,357,234	\$43,267,112	\$45,823,193	\$49,279,765	\$52,546,525	<b>\$48,188,435</b>
<b>Title I, Part A</b> School Improvement (7% set-aside)	\$2,825,007	\$3,031,681	\$3,207,624	\$3,161,806	\$3,263,698	<b>\$1,140,725</b>
<b>Title I, Part B</b> State Assessment	\$3,489,639	\$3,498,894	\$3,509,712	\$3,512,028	\$3,518,245	<b>\$3,519,592</b>
<b>Title I, Part C</b> Education of Migrant Children	\$545,709	\$630,886	\$681,073	\$727,318	\$739,501	<b>\$713,741</b>
<b>Title I, Part D Subpart 1</b> State Agency (YCC)	\$86,366	\$51,502	\$64,673	\$64,005	\$38,199	<b>\$51,471</b>
<b>Title I, Part D Subpart 2</b> Neglected & Delinquent	\$406,703	\$386,444	\$367,121	\$348,765	\$331,327	<b>\$314,761</b>
Education for Homeless Youth	\$253,750	\$273,934	\$293,219	\$341,261	\$363,230	<b>\$333,744</b>
<b>Title II, Part A</b> Preparing, Training, and Recruiting High-Quality Educators	\$10,298,533	\$10,421,077	\$10,671,833	\$10,002,947	\$9,985,017	<b>10,837,184</b>
<b>Title III</b> Language Instruction	\$555,873	\$533,791	\$589,129	\$610,995	\$635,512	<b>\$636,355</b>
<b>Title IV, Part A</b> Student Support & Academic Enrichment	\$5,839,158	\$5,887,415	\$6,176,960	\$6,326,568	\$6,326,558	<b>\$6,693,000</b>
<b>Title IV, Part B</b> 21 <sup>st</sup> Century Community Learning	\$6,123,389	\$6,172,398	\$6,319,398	\$6,515,398	\$6,515,398	<b>\$6,548,640</b>
<b>IDEA B, 611</b>	\$34,006,119	\$34,969,508	\$35,570,035	\$38,391,273	\$38,970,645	<b>\$38,880,274</b>
<b>IDEA B, 619</b>	\$858,335	\$872,429	\$866,322	\$901,424	\$901,424	<b>\$901,424</b>
<b>SRSA</b> , Rural Education	\$1,357,937	\$1,224,442	\$1,302,145	\$1,451,245	\$1,333,929	<b>\$3,851,019</b>
<b>RLIS</b> , Rural Education	\$109,983	\$97,837	\$136,538	\$135,812	\$248,041	<b>\$63,824</b>
<b>Adult Education</b>		\$1,155,459	\$1,179,955	\$1,227,360	\$1,187,988	<b>\$1,134,046</b>

# Completing the ConApp in WebGrants



## Step 1

**Intent to Apply**

Due May 20

## Step 2

**Narrative**

~~Due June 26~~

**EXTENDED to July 17!**

## Step 3

**Budgets Due  
September 30,  
2025**

# Federal Title Program Guidance - Alignment

- Districts must **prioritize** the distribution of funds to schools that:
  - have the greatest needs (as determined by the district),
  - have the highest percentages or numbers of low-income children,
  - are identified for targeted support, and
  - are identified as a comprehensive support school OR are identified as a persistently dangerous school.
- **Necessary and Reasonable:** All costs charged to federal education grants must be necessary and reasonable, considering the amount of money being spent
- **Included in Application:** Activities supported by Title I, Title II, Title III, Title IV, and Transfer funds must be consistent with the district's application as well as data and needs
- **Evidence-Based:** ESSA requires investments to be spent on activities that are supported by evidence and are demonstrated to be effective





# Best Practices for Funding Your Plan

- ✓ Use your strategic plan, final allocations, and Federal Title Program guidance to determine budget activities.
- ✓ Ensure federal Title funds help accomplish key initiatives, support the [K-12 Strategic Vision](#), and align with the local strategy map as described in the Con App narratives.
- ✓ Review program guidance and training on allowability and requirements.
- ✓ Define staff roles and responsibilities for budgeting.
- ✓ Ensure budget reflects stakeholder consultation.
- ✓ Ensure activities meet evidence-based criteria.

# Maximizing Title Funds



Careful financial planning is essential with a reduced budget.

Conduct a comprehensive needs assessment and redirect spending to high-impact areas.

Consider a strategic use of personnel and resources.

Optimize use of professional development funds.

Improve purchasing and services.

Leverage community partnerships.



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# Funding Your Plan

- ✓ When federal funds are used to their full potential, states and districts can better support sustainable, evidence-based, and student-focused efforts.
- ✓ The following Funding Your Plan resources include concrete action steps school leaders can take to align funding with state policy priorities and promote sustainability:
  - [Funding Your Plan: Best Practices to Sustain Investments](#)
  - [Return on Investment Planning Tool Instructions](#)
  - [Return on Investment Planning Tool Worksheet](#)

## Funding Your Plan

Best Practices to Sustain Effective Investments  
July 2025

## District and School Instructional Decisions

Both federal and state law put parameters in place that local school districts need to follow.

### Federal

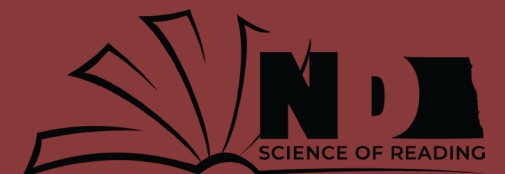
- ESEA emphasizes the use of evidence-based activities, strategies, and interventions. Section 8101(21)(A) of the ESEA defines an evidence-based intervention as being supported by strong evidence, moderate evidence, promising evidence, or evidence that demonstrates a rationale. Some ESEA programs **encourage** the use of evidence-based interventions, and others **require** the use of evidence-based interventions that meet higher levels of evidence. It is critical you understand the required tiers when making instructional decisions.

### North Dakota

- ND has passed legislation in reading and math that should inform future curriculum and professional learning decisions.

Reviewers will ask questions, so please review the links below for clarity.

- [Evidence-Based | North Dakota Department of Public Instruction](#)
- [ND Science of Reading | North Dakota Department of Public Instruction](#)
- [Contrary Practices in Literacy Instruction](#)







# Process for Budget Approval

- ✓ Once the Con App narrative is approved, the district will receive an Email/WebGrants notification
- ✓ 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)
- ✓ 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



# Creating a Contract Amendment in WebGrants

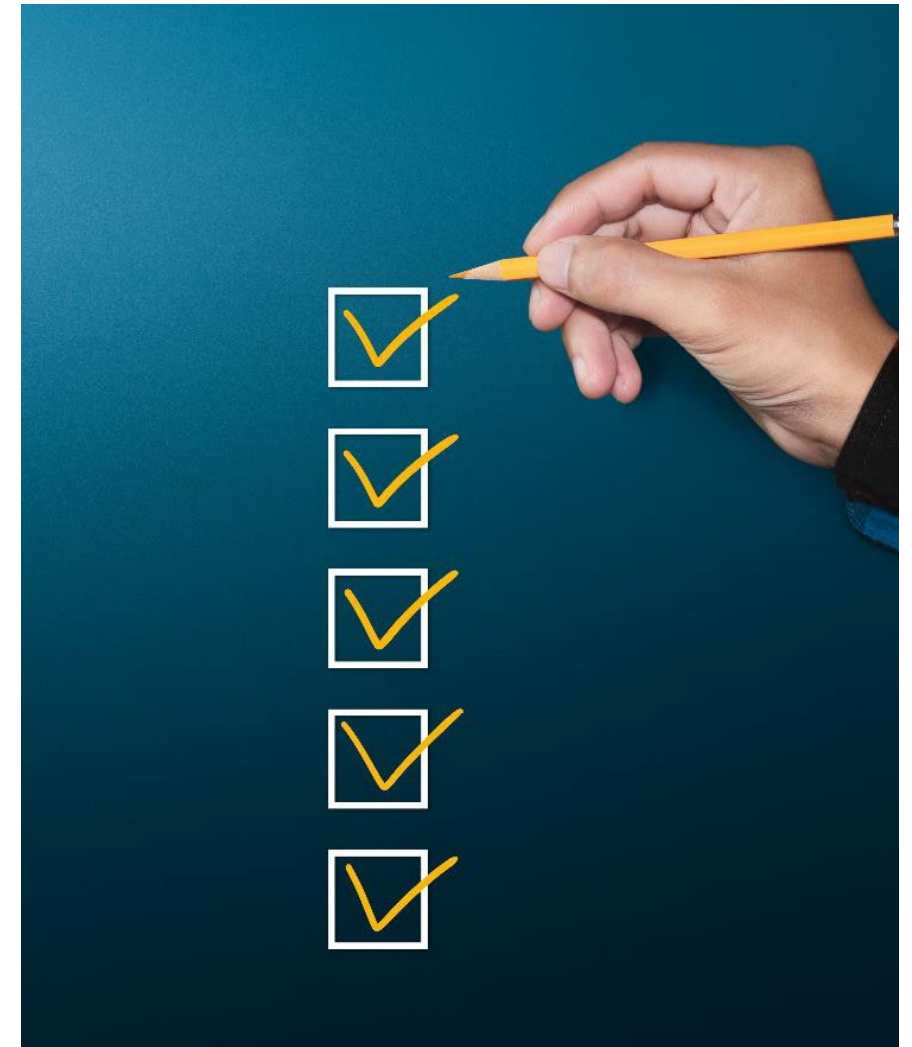
1. Log into WebGrants.
2. Select "Grants" in the left menu. Select the grant you are working on.
3. Notice the awarded amount at the top of the page. This amount has been pre-populated in the "unobligated" category.
4. Under the "Grant Components" tab, select "Contract Amendment". Select "Add Amendment"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





# Best Practices for Fiscal Procedures

- ✓ Check out this resource to support strong fiscal practices:
  - [APPROVING EXPENDITURES OF FEDERAL EDUCATION FUNDS](#)
- ✓ 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.



# Resources



## Consolidation Application

**Part 1 – Intent to Apply**

**Part 2 - Narrative Sections**

**Part 3 - Budget Building Process**



## **WebGrants**

[WebGrants Login](#)



## **Federal Allocations**

- [Federal Title Allocations](#)



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

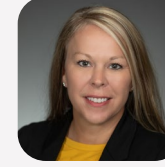
- [Logging In & Navigation](#)
- [Amendments](#)
- [Claims](#)
- [Multi-budget Claims](#)
- [Contracts](#)



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**Amanda Peterson**  
Director  
[amandapeterson@nd.gov](mailto:amandapeterson@nd.gov)  
328-3545



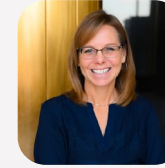
**Ann Ellefson**  
Director  
[aellefson@nd.gov](mailto:aellefson@nd.gov)  
328-2488



**Angie Richter**  
Title I & Equitable Services  
[amrichter@nd.gov](mailto:amrichter@nd.gov)  
328-2287



**Shannon Sorenson**  
Title IV  
[sjsorenson@nd.gov](mailto:sjsorenson@nd.gov)  
328-2265



**Brenda Ehrmantraut**  
Title II  
[blehrmantraut@nd.gov](mailto:blehrmantraut@nd.gov)  
328-1809



**Michelle Siegfried**  
Schoolwide & Foster Care  
[msiegfried@nd.gov](mailto:msiegfried@nd.gov)  
328-3544



**Deb Pilon**  
Title IV Fiscal Officer  
[dpilon@nd.gov](mailto:dpilon@nd.gov)  
328-2753



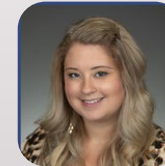
**Davonne Eldredge**  
Title II  
[deldredge@nd.gov](mailto:deldredge@nd.gov)  
328-4525



**Jen Withers**  
Homeless  
[jwithers@nd.gov](mailto:jwithers@nd.gov)  
328-4612



**Lucy Fredericks**  
Director  
[lkfredericks@nd.gov](mailto:lkfredericks@nd.gov)  
328-1718



**Taylor Olsen**  
Title II  
[tlolsen@nd.gov](mailto:tlolsen@nd.gov)  
328-2629



**Melanie Pudwill**  
Program Coordinator  
[mmpudwill@nd.gov](mailto:mmpudwill@nd.gov)  
328-2282



**Cami Bauman**  
Title III Fiscal Officer  
[crbauman@nd.gov](mailto:crbauman@nd.gov)  
328-2254



**Kate Waechter**  
Title II & RLIS  
[kwaechter@nd.gov](mailto:kwaechter@nd.gov)  
328-2132



**Sashay Schettler**  
Title III/English Learners  
[ssschettler@nd.gov](mailto:ssschettler@nd.gov)  
328-1876



**Jane Gratz**  
Title II & Transfer Fiscal Officer  
[jmgratz@nd.gov](mailto:jmgratz@nd.gov)  
328-2292





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# QUESTIONS