

Federal Program Title IV



NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION

Kirsten Baesler, State Superintendent

600 E Boulevard Ave., Dept. 201

Bismarck, ND 58505-0440

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](#)

Timeline of Process and Support



2023-2024 Budget Process in WebGrants

- **Part 1-Intent to Apply: Submitted by May 20, 2023**
- **Part 2-Con App Narrative: Submitted by June 30, 2023**
- **Part 3-Budget Process: Submitted by August 25**
- **Budget process begins after the 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, 2023**

Best Practices for Funding Your Plan



Title IV

Federal Title funds help districts accomplish key initiatives which supports the [K-12 Strategic Vision](#), and aligns to their local strategy map as described in the Con App narratives.

- Review purpose and allowable use of Title IV funds.
- Ensure program activities meet evidence-based criteria.
- Define staff roles and responsibilities for budgeting. *Note- Time and effort logs should be kept for all employees paid with federal funds. You must account for all their time vs. just the portion paid with federal funds.*
- Ensure budget reflects stakeholder consultation.

Update- Title IV has received clarification regarding School Nurse/eNurse and use of Federal Funds.

- [Use of Federal Title Funds for School Nurse/E-nurse](#)

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

Title IV Budget Requirements



Districts \$30,000 and over:

- at least 20% of Title IV funds on activities to support well-rounded education,
 - at least 20% of Title IV funds on activities to support safe and healthy students, and (all districts must track spending in these areas)
 - ***a portion of funds** on activities to support the effective use of technology **AND of this portion, no more than 15% can be used on technology infrastructure.** (all districts)
- School districts cannot spend more than 15% of the funds allocated for the Effective Use of Technology for purchasing technology infrastructure which includes:
 - Devices
 - Equipment
 - Software applications to address readiness shortfalls
 - Blended learning technology software and platforms
 - Digital instructional resources
 - One-time informational technology purchases

*Reasonable amount to support a program or activity in this section.

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

Budgeting Set-Asides



Preferred 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

General Reminders

- Use labeling and enter name of school participating
- Include brief and specific budget description for each budget line item
- Funds used for a specific building, it is best practice to identify the school (i.e., Elementary, Middle, HS or enter name of school)

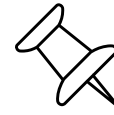
Steps to Create an Initial Budget in WebGrants



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.
5. Under the "Grant Components" tab, select "Contract Amendment".
6. Select "Add Amendment"
7. Default is Status = "Editing" and Amendment Type = "Budget Revision"
8. Enter "**Initial budget**" in the Title line.
9. SAVE form.
10. Save form (green bar on the right side)
11. Select Budget Amendment Title IV (at the bottom under amendment details)
12. Select +Add Row
13. Select a category for coding (budget codes)
14. Select Budget Activity; SH (Safe and Healthy), WR (Well -Rounded), and EUT (Effective use of Technology)
15. Justification for Amendment- enter activity description that is specific but brief- establishes allowability and approvability
16. Enter Amount
17. Save Row
18. Repeat steps 12-17 for each activity

Budget Process Demo

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



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



Login

Enter your user id and password

User ID

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.

Best Practices for Fiscal Procedures

- **Establish a process for submitting claims at least quarterly.**
- **Complete budget revisions at the time changes in activities occur.**
- **Ensure district accounting ledgers ALWAYS match most current approved budget.**

Budget Process Demo



- DPI Tester
Tester
clientTester, Contract Signature - Level
- Dashboard >
- Funding Opportunities >
- Applications >
- Grants >**
- Reports >
- My Profile >

Current Grants

All active grants are listed below.

Search:

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Duration	Grant Amount
10541	Underway	2021	EANS 3/20-9/23 84.425R	ND Department of Public Instruction	CARES-CARES-CRRSA-ARP	9847-EANS - Emergency Assistance to Non-Public Schools CRRSA	03/13/2020 - 09/30/2023	\$47,050.00
13420	Underway	2021	ESSER III 3/20-9/24 84.425U	ND Department of Public Instruction	CARES-CARES-CRRSA-ARP	13367-Test funding opportunity for CARES-CRRSA-ARP funds	03/13/2021 - 09/30/2024	\$137,600.00
14962	Underway	2022	Demo Grant	ND Department of Public Instruction	Title IV-Title IV	7684-Title IV SY 2021-2022	07/01/2021 - 09/30/2023	\$52,347.00
21922	Underway	2022	Testing set-aside budget, claim, and amendment	ND Department of Public Instruction	TEST-DPI Test Program	1523-Test FO used for testing standard form creation	-	\$465,000.00
22472	Underway	2022	testing budget forms	ND Department of Public Instruction	SpecEd-Special Education	19256-Special Education 2022-2023	07/01/2023 - 09/30/2024	\$10,000.00
23203	Underway	2022	DEMO Academic Summer Enrichment Camp Grant 06/22-09/23	ND Department of Public Instruction	CARES-CARES-CRRSA-ARP	18495-ESSER III - State Admin Discretionary Funds-Spending Category Summer 0102 Grants	06/01/2022 - 09/30/2023	\$20,000.00
58Base	Underway	2021	Title I 2019-2020	ND Department of Public Instruction	Title-Federal Title Programs	4936-Title I 2020-2021	07/01/2019 - 09/30/2021	\$1,785.19
60Base	Underway	2021	Title I 2020-2021 - Copy	ND Department of Public Instruction	Title-Federal Title Programs	4936-Title I 2020-2021	07/01/2020 - 09/30/2022	\$34,823.00
62Base	Underway	2021	Transfer Title I 2019-2020	ND Department of Public Instruction	Title-Federal Title Programs	4942-Transfer Title I 2020-2021	07/01/2019 - 09/30/2021	\$5,250.25
64Base	Underway	2021	Transfer Title I 2020-2021	ND Department of Public Instruction	Title-Federal Title Programs	4942-Transfer Title I 2020-2021	07/01/2020 - 09/30/2022	\$24,615.66
65Base	Underway	2021	Transfer Title V 2020-2021	ND Department of Public Instruction	Title-Federal Title Programs	5303-Transfer Title V 2020-2021	07/01/2020 - 09/30/2022	\$6,069.34
								\$904,540.44



Log into WebGrants.

Select "Grants" in the left menu.

Select the grant you are working on.

[Title IV Budgeting Help Document.](#)

Budget Process Demo



- DPI Tester
Tester
clientTester, Contract Signature - Level
- Dashboard
- Funding Opportunities
- Applications
- Grants
- Reports
- My Profile

Back Print Online Help Log Out

24547 - Title IV SY 2022-2023 TEST - 2023

Status: **Underway**
Program Area: Title IV
Funding Opportunity: 22506-Title IV SY 2022-2023
Organization: ND Department of Public Instruction
Grantee Contact: DPI Tester
Program Officer: Robin Lang
Awarded Amount: \$100,000.00

Grant Components

The grant forms appear below.

Component	Last Edited
General Information	Jun 28, 2022 11:13 AM - Deb Pilon
Claims (Requests for Funds)	Jun 28, 2022 11:32 AM - DPI Tester
Encumbrances	Jun 28, 2022 11:32 AM - DPI Tester
Set-Aside Reports (if Applicable)	-
Contract Amendments (Budget Change Requests)	Jun 28, 2022 11:24 AM - DPI Tester
Correspondence	-
Safe & Healthy Students Budget	Jun 29, 2022 10:45 AM - Deb Pilon
Well Rounded Education Budget	Jun 28, 2022 11:27 AM - DPI Tester
Effective Use of Technology Budget	Jun 28, 2022 11:27 AM - DPI Tester
Contract (Grant Award)	-
Funding Opportunity	-



If allocation is over 30,000
20% must be spent in both WR and SH
and a portion is EUT

Notice the awarded amount at the top of the page.

Under the "Grant Components" tab, select "Contract Amendment".

Budget Process Demo



- DPI Tester
Tester
clientTester, Contract Signature - Level
- Dashboard
- Funding Opportunities
- Applications
- Grants**
- Reports
- My Profile

Grant

List of all current grants

Back Print Online Help Log Out

24547 - Title IV SY 2022-2023 TEST - 2023

Status: **Underway**
Program Area: Title IV
Funding Opportunity: 22506-Title IV SY 2022-2023
Organization: ND Department of Public Instruction
Grantee Contact: DPI Tester
Program Officer: Robin Lang
Award Amount: \$100,000.00

Grant List Genera Claims Encumb **Set-As** Contra Corres Safe & Well R Effect Contra

Amendments

+ Add Amendment

ID	Type	Status	Title	Submitted Date
No data available in table				

← Previous

Next →

Select Contract Amendment

Select "Add Amendment"

Budget Process Demo



- DPI Tester
Tester
clientTester, Contract Signature - Level
- Dashboard
- Funding Opportunities
- Applications
- Grants**
- Reports
- My Profile

Grant

List of all current grants

Back Print Online Help Log Out

General Information - Amendment - Edit

Save Form

In the form below, complete all required fields. Select the appropriate amendment type and enter a short and concise title.

Status*

Amendment Type*

Budget Revision

Title*

Initial Budget

Amendment Type =
"Budget Revision"

Enter "**Initial budget**" in
the Title line.

Save Form (green bar on
right side)

Budget Process Demo



- DPI Tester
Tester
clientTester, Contract Signature - Level 2
- Dashboard
- Funding Opportunities
- Applications
- Grants**
- Reports
- My Profile

Grant

List of all current grants

- Back
- Print
- Online Help
- Log Out

Amendment: 005

Amendment Status: **Editing**
Grant Title: 24547 - Title IV SY 2022-2023 TEST
Program Area: Title IV
Funding Opportunity: 22506-Title IV SY 2022-2023
Reporting Period: -
Amendment Type: Budget Revision
Submitted By: -

- Amendment Preview
- Alert History
- Map

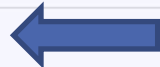
Amendment Details

Preview Amendment

Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Jul 8, 2022 7:36 AM - DPI Tester
Budget Amendment Title IV		-



Select Budget Amendment Title IV (at the bottom under amendment details)

Budget Process Demo



- DPI Tester
Tester
clientTester, Contract Signature - Level
- Dashboard
- Funding Opportunities
- Applications
- Grants**
- Reports
- My Profile

Grant

List of all current grants

- Back
- Print
- Online Help
- Log Out

Amendment: 005

Amendment Status: **Editing**
Grant Title: 24547 - Title IV SY 2022-2023 TEST
Program Area: Title IV
Funding Opportunity: 22506-Title IV SY 2022-2023
Reporting Period: -
Amendment Type: Budget Revision
Submitted By: -

- Amend List
- Genera
- Budget**

Budget Amendment Title IV - Current Version

Budget Amount - Multi-List

+ Add Row

Category	Budget Activity	Justification for Amendment	Increase/Decrease Amount
No Data for Table			
Last Edited By: DPI Tester - Jul 8, 2022 7:36 AM			+ Add Row

← Previous



Select +Add Row

Budget Process Demo



- DPI Tester
Tester
clientTester, Contract Signature - Level
- Dashboard
- Funding Opportunities
- Applications
- Grants**
- Reports
- My Profile

Grant

List of all current grants

- Back
- Print
- Online Help
- Log Out

Amendment: 005

Amendment Status: **Editing**
Grant Title: 24547 - Title IV SY 2022-2023 TEST
Program Area: Title IV
Funding Opportunity: 22506-Title IV SY 2022-2023
Reporting Period: -
Amendment Type: Budget Revision
Submitted By: -

Budget Amount

Save Row

Category*: 800 - Other Objects

Budget Activity*: SH-Social & Emotional Learning (SEL)

Justification for Amendment*: Purchase 7 Mindsets SEL Curr for grades K-5

Increase/Decrease Amount*: \$5000

Save Row

Select a category for coding (budget codes)

Select Budget Activity; SH (Safe and Healthy), WR (Well - Rounded), and EUT (Effective use of Technology)

Justification for Amendment- enter activity description that is specific but brief- establishes allowability and approvability

Enter Amount

Save Row

Repeat these steps for each activity

Budget Process Demo

- DPI Tester
Tester
clientTester, Contract Signature - Level
- Dashboard >
- Funding Opportunities >
- Applications >
- Grants >
- Reports >
- My Profile >

Address*: 600 E Boulevard Ave, Dept. 201
 Bismarck North Dakota 58505-0440
 City State/Province Postal Code/Zip
 Phone*: (701) 328-2615 Ext.
 Phone
 ### ### ####
 Fax: ### ### ####

Address*: 600 E. Boulevard Avenue
 Dept. 201
 Bismarck North Dakota 58505-____
 City State/Province Postal Code/Zip
 Phone*: (701) 328-2260 Ext.
 ### ### ####
 Fax: (701) 328-2260
 ### ### ####
 SAM.gov Entity ID: PK7NX62L2QL2
 SAM.gov Name: Public Instruction, North Dakota Department Of
 SAM.gov Expiration Date: 01/07/2022

Example budget

Budget Amendment Title IV

Budget Amount

Category	Budget Activity	Justification for Amendment	Increase/Decrease Amount
300 - Purchased Professional and Technical Services	SH-Suicide Prevention	Based on district data, we are adding a suicide prevention program- Sources of Strength- amount if for contract	\$7,500.00
600 - Supplies and Materials	WR-Non-public	St. Joe's- they are adding a supplemental music program for Ukulele's. This will be for sheet music, and 30 Ukulele's at \$60.00 each. (1800)	\$2,200.00
110 - Salaries of Regular Employees-Certified Personnel	WR-Non-public	St Joe's- Salary for after-school Ukulele club teacher.	\$1,200.00
200 - Personal Services-Employee Benefits	WR-Non-public	St. Joe's- Benefits for after-school Ukulele club teacher.	\$250.00
300 - Purchased Professional and Technical Services	SH-Campus Safety	Contract with the City of Bismarck for an SRO	\$21,373.79
800 - Other Objects	SH-Nutritional & Physical Education	Fitness Gram Software so students can track for overall social and emotional wellness.	\$894.00
800 - Other Objects	WR-Social & Emotional Learning (SEL)	7 Mindsets Curr. for grades k-5	\$5,000.00
300 - Purchased Professional and Technical Services	EUT-Professional Development	Aaron Knodel to train teachers on Schoology.	\$2,000.00
Unobligated	SH-Unobligated	TBD	\$60,000.00
			\$100,417.79



If you do not have activities for all your funds, place them in the correct category under unobligated.

Note the total at the bottom is over the allocation of \$100,000 that we designated for this test application

This amendment would need to be edited to adjust amounts to match the allocation.

Budget Process Demo

DPI Tester
Tester
clientTester, Contract Signature - Level

Grant
List of all current grants

Dashboard > Funding Opportunities > Applications > Grants > Reports > My Profile >

Back Print Online Help Log Out

Amendment Preview Alert History Map

Amendment Details Withdraw Copy Edit Amendment

24547 - Title IV SY 2022-2023 TEST - 2023

Amendment Details

Funding Opportunity:	22506-Title IV SY 2022-2023	Initial Submit Date:	
Program Area:	Title IV	Initially Submitted By:	
Status:	Editing	Last Submit Date:	
Amendment Number:	001	Last Submitted By:	
Amendment Type:	Budget Revision	Approved Date:	
Amendment Title:	Initial Budget		

Contact Information



Remember
You can edit amendments at any time before you submit.

Budget Process Demo

- DPI Tester
Tester
clientTester, Contract Signature - Level
- Dashboard
- Funding Opportunities
- Applications
- Grants
- Reports
- My Profile

Grant Title: 24547 - Title IV SY 2022-2023 TEST
Program Area: Title IV
Funding Opportunity: 22506-Title IV SY 2022-2023
Reporting Period: -
Amendment Type: Budget Revision
Submitted By: -

Amend List Genera **Budget**

Budget Amendment Title IV - Current Version

Budget Amount - Multi-List ✓ Mark as Complete + Add Row

Category	Budget Activity	Justification for Amendment	Increase/Decrease Amount
300 - Purchased Professional and Technical Services	SH-Suicide Prevention	Based on district data, we are adding a suicide prevention program- Sources of Strength- amount if for contract	\$7,500.00
600 - Supplies and Materials	WR-Non-public	St. Joe's- they are adding a supplemental music program for Ukulele's. This will be for sheet music, and 30 Ukulele's at \$60.00 each. (1800)	\$2,200.00
110 - Salaries of Regular Employees-Certified Personnel	WR-Non-public	St Joe's- Salary for after-school Ukulele club teacher.	\$1,200.00
200 - Personal Services-Employee Benefits	WR-Non-public	St. Joe's- Benefits for after-school Ukulele club teacher.	\$250.00
300 - Purchased Professional and Technical Services	SH-Campus Safety	Contract with the City of Bismarck for an SRO	\$21,373.79
800 - Other Objects	SH-Nutritional & Physical Education	Fitness Gram Software so students can track for overall social and emotional wellness.	\$894.00
800 - Other Objects	WR-Social & Emotional Learning (SEL)	7 Mindsets Curr. for grades k-5	\$5,000.00
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Unobligated	SH-Unobligated	TBD	\$60,000.00
			\$100,417.79



**If allocation is over 30,000
20% of your allocation must be spent in both WR and SH
and a portion is EUT**

← Previous

Last Edited By: DPI Tester - Jul 7, 2022 2:06 PM + Add Row



When you have entered all your activities:

Review for accuracy.

The total on the right side of the contract amendment should balance with your total Title IV allocation before you submit.

Mark as Complete, and (you can edit at any time before you hit submit)

Budget Process Demo



- DPI Tester
Tester
clientTester, Contract Signature - Level
- Dashboard
- Funding Opportunities
- Applications
- Grants**
- Reports
- My Profile

Grant

List of all current grants

- Back
- Print
- Online Help
- Log Out

Amendment: 001

Amendment Status: **Editing**
Grant Title: 24547 - Title IV SY 2022-2023 TEST
Program Area: Title IV
Funding Opportunity: 22506-Title IV SY 2022-2023
Reporting Period: -
Amendment Type: Budget Revision
Submitted By: -

- Amendment Preview
- Alert History
- Map

Amendment Details

- Submit Amendment
- Withdraw
- Copy
- Preview Amendment

Amendment is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Jul 6, 2022 2:58 PM - DPI Tester
Budget Amendment Title IV	✓	Jul 7, 2022 2:06 PM - DPI Tester



Submit when ready

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, Neglected & Delinquent, and Nonpublic School Equitable Services
 - Status report due with claims through June 30th and \$0 balance
 - NOTE: This only affects a small number of districts*
 - Time and effort logs should be kept for all employees paid with federal funds. You must account for all their time vs. just the portion paid with federal funds.

Consolidated Application Contacts



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NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION