



Grantee User Guide

February 2025

Table of Contents

Logging into the WebGrants System

New Users with existing North Dakota Login account

New Users without an North Dakota Login account

Returning Users

Troubleshooting Login Issues

Forgot User ID or Password

Dashboard

Work Assignment-Approaching Deadlines, Recent Negotiations, Recent Correspondence, My Site Visits, Document Repository, Organization Compliance, and View Overdue Approaching Deadlines

Negotiations

Funding Opportunities

Applications

Application Components and Process

<u>Grants</u>

General Information (user access to specific grants)

<u>Claims</u>

Status Reports

Contract Amendments (Budget Revisions & Capital Expenditure Requests)

Site Visits

Correspondence

<u>Budget</u>

Funding Opportunity Specific Components

Contract (Grant Award)

Funding Opportunity

Reports

My Profile

Organization Details-Users Assigned to My Organization(s)

Troubleshooting common problems

<u>I lost my left navigation bar!</u> Why don't I have a submit button? How do I know if I've been paid? Why is this item in correcting status? How do I add or remove users to my grant or application? Why can't I see a person as an option to add to my application or grant? Why don't I have the signature drop down option for my contract? Can I just have someone else use my profile to sign their name? How do I remove a user from our district/Organization?

Logging into the WebGrants System

Users do not need to create a new NDLogin account for WebGrants. Existing accounts can be used. **Before registering for WebGrants, users MUST have an active NDLogin account**

New Users with Existing ND Login Account:

- 1. DO NOT request a WebGrants account until AFTER the following:
 - <u>https://apps.nd.gov/itd/ldap/login.htm</u>
 Sign in to the NDLogin app (this is the same information used for other ND applications: PERS, Game & Fish, DOT, etc.) to confirm Cell Phone Recovery Option is filled out (this is not required in the set-up process for an NDLogin account, but WebGrants will not authenticate without the optional cell phone recovery filled out).
 - b. Add cell phone number for account confirmation
 - c. User will receive an email and text with an activation code. Enter the code and confirm the account. User can now use those credentials to register for WebGrants.

North Dakota Ungin
Confirm Your Account
An email will come from donotreply@nd.gov. If you do not receive this email check your junk mail and/or confirm it hasn't been blocked by a spam blocker. If a cell phone was provided, a text will come from a 5 digit number (like 999-99)
Enter activation code here:
Resend Codes
Confirm
North Dakota Login
Account Activation Confirmation
You successfully activated the North Dakota Login for NDDPTexternal. The following accounts can now be used for recovery: 70 x
Return to Online Service View Profile

2. WebGrants https://nddpi.grants.nd.gov

Note Application works best with Chrome

Use the WebGrants Menu, not the Browser Menu

Turn off pop up blockers to allow the system to show instructions/confirm actions Read the Instructions on the screen for navigating in the system 3. Click on User ID on the left side of the page under Login. Enter NDLogin account credentials and Click on 'Sign In'

RTMENT OF UCTION
₽ Login
L Enter your user id and password
User ID
Password
SIGN IN

a. Users are prompted to register for a WebGrants account (only the fields in RED are required). NDDPI has most School District and SAM.gov information.

Registration	Sive Reputation Inform
Personal Contact Informatio	in .
Name*:	First Name Middle Last Name
	Salutation First Name Middle Name Last Name
Title:	Title
Email*:	Email
Address*:	Addresser 4
	Address 2
	Address 3
	City North Dakota Zip
	City State/Province Postal Code/2(p
Phone*:	Phone Ext
	Frane Ext.
Fax:	Exv
What Program are you most interests programs.?	ad in? This information is used in order to process your registration purposes only and does not restrict your ability to apply for other
Program Area of Interest:	21Century - 21st Century Community Learning Centers
Organization Information	
Name*:	Name
Organization Type*:	
Tax Id:	Taxid
Organization Website:	
Address*:	Address
	City North Dakota
	City StateProvince Postal Code/Zip
Phone*:	Phone
	and and and Ect.
Fax:	Fax
SAM.gov Entity ID:	
8AM.gov Name:	
8AM.gov Entity ID Expiration	
Date:	
Date: Captoha*:	

b. User will receive a New User Registration confirmation email from WebGrants

WebGrants - North Dakota - New User Registration



c. Once approved, Users will receive an Approved Registration email and can sign into WebGrants with NDLogin credentials.



New Users without existing NDLogin Account:

- 1. WebGrants https://nddpi.grants.nd.gov
- 2. Click on the North Dakota Login Registration link

0.	
2 ⁹ Login	
1 Enter your user id and password	Announcements
	You MUST follow the steps below PRIOR to logging into WebGrants!
Password	WebGrants will not allow access until you do these steps.
SIGN IN	 Clock on VECkapin Link to continue that accurate cases for shall been Name and Password (has all unions to insure an availing accuration). Maka sause the account (the sector) prone number (inford, add if and equates a self-tablear to activate the account (the sector) prone number (inford, add if and equates a self-tablear to accurate the interproperty prone number (inford) and the sector of the account (but into (possible processing) and the self-tablear tablear account (but into (possible processing) and the self-tablear vector of the sector of the sector of the sector of the sector of the processing and vector of the sector of the sector of the sector of the processing and the sector of the vector of the sector of the sector of the sector of the sector of the processing and vector of the sector of the vector of the sector of the vector of the sector of the vector of the sector of the vector of the sector of the s
P ND.GOV STAFF ONLY	If you already have a North Dakota login that works with other ND apps, you do not no to create a new account
Click Here to Access Single Sign On Tool	If yau do on the ingene to ingene access

a. Users are directed to the Profile Registration page for North Dakota Login account details. Follow account setup directions to register for a North Dakota Login.

Be sure to include the Optional Cell Phone Recovery Option in the setup process

orth Dakota ^{nd.go}	V/ Official Portal for Nodel: Dated State Generoment
	North Dakota
	login
	login
orth Dakota Login	
Steps: Profile Registra	ion Confirmation
Business/Organ	ization Account Details
Business/Organizatio	n accounts should only be used for online services related to the business or organization you represent
Login Details	
*Uper ID:	
*Doorword	NDDPI External User Assistance
*Confirm Password	
Commin Password:	
Business/Organizati	on Information
*Business Name: N	DDPI
*Contact Name: Fi	rst MI Last Suffix
*Addross 1.	
Address 1:	
Address 2:	
Address 3:	
*City, State, Zip	North Dakota ▼ 58505-044 (555554444)
*Country:	
Business Phone.	(2223334444) EX
Account Recovery Se	tup
Email	
*Business Email:	
An activation code w	Il be sent to your email address. Use the activation code to
complete setup for e	nail recovery option.
Ontional Cell Phon	a Recovery Ontion
Cell Phone	
Number:	
An activation code w complete setup for c	Il be sent to your cell phone. Use the activation code to Il phone recovery option.
More Information P	
Message and data ra	tes may apply.
Socurity	

b. User will receive an email and text with an activation code. Enter the code and confirm the account. User can now use that NDLogin account credentials to register for WebGrants.

North Dakota nd.gov Official Portal for North Dakota State Government
North Dakota
login
iogin i
North Dakota Login
Confirm Your Account
An email will come from donotreply@nd.gov. If you do not receive this email check your junk mail and/or confirm it hasn't been blocked by a spam blocker. If a cell phone was provided, a text will come from a 5 digit number (like 999-99)
Enter activation code here:
Resend Codes
Confirm
North Dakota nd.gov official Portal for
North Dakota login
North Dakota Login
Account Activation Confirmation
You successfully activated the North Dakota Login for NDDPIexternal. The following accounts can now be used for recovery: 703
Return to Online Service View Profile

c. Sign into WebGrants <u>https://nddpi.grants.nd.gov</u>

Note Application works best with Chrome Use the WebGrants Menu, not the Browser Menu Turn off pop up blockers to allow the system to show instructions/confirm actions Read the Instructions on the screen for navigating in the system

d. Click on User ID on the left side of the page under Login. Enter NDLogin account credentials and Click on 'Sign In'

r of DN
₽ Login
1 Enter your user id and password
User ID
Password
SIGN IN

e. Users are prompted to register for a WebGrants account (only the fields in RED are required). NDDPI has most School District and SAM.gov information.

Registration					See Reputation Inter-	onation
Personal Contact Informatio	n					
Name*:		First Name	Middle	Last Name		
	Selutation p	irat Name	Middle Name	Last Name		
Title:	Title					
Email*:	Email					
Address*:	Address 1					
	Address 2					
	Address 3					
	City	North	Dakota 🗸 🛛	10		
	City	State Pro	vince Po	etal Code/Zip		
Phone*:	Phone	Ext				
	Phone And And	Ext.				
Fax:	Fax					
What Program are you most intereste programs.?	d in? This inform	nation is used in orde	er to process your regit	tration purposes only a	ind does not restrict your ability to apply for oth	ter
Program Area of Interest:	21Century - 2	1st Century Commun	nity Learning Centers	~		
Organization Information						
Name*:	Name			_		
Organization Type*:						
Tax Id:	-	0				
Organization Website	18X IQ					
organization website.	URL					
Address*:	Address					
	City	North	Dakota 🗸 2	lp 🛛		
	City	State Pro	vince Po	etal Code/Zip		
Phone*:	Phone	Ext				
Fax:		Ext.				
	P-3X					
SAM.gov Entity ID:						
8AM.gov Name:						
8AM.gov Entity ID Expiration		1				
Date:		-1				
Captohan:	Impet	e robot	0			
	and the second se					

f. User will receive a New User Registration confirmation email from WebGrants

WebGrants - North Dakota - New User Registration



g. Once approved, Users will receive an Approved Registration email and can sign into WebGrants with NDLogin account credentials.



Returning Users:

Click on User ID on the left side of the page under Login. Enter User ID and Password, Click on 'Sign In'

₽ Login	
L Enter your user id and password	Announcements
	You MUST follow the steps below PRIOR to logging into WebGrants!
Password	WebGrants will not allow access until you do these steps:
SIGN IN	1. Click on VDLogin 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 vertication text to activate the account (The security phone number is not required when setting up an ND Login account. Lot if not populated you can't log in to VebGrants). 3. Once completed, your NDLogin login credentials will be ventilable each time you log into VebGrants.
P ND.GOV STAFF ONLY	If you already have a North Dakota login that works with other ND apps, you do not need to create a new account!
Click Here to Access Single Sign On Tool	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.

Troubleshooting Login Issues

Top 3 Issues and their resolution:

 Confirm the User is on the <u>NDDPI WebGrants</u> site, not the State WebGrants instance. If the Banner at the top does not have the NDDPI and CTE logos, it is the wrong site.





- Confirm the User has the correct NDLogin credentials.
 Users can have multiple NDLogin accounts. Contact a NDDPI program administrator, and they can advise the NDLogin account username that is approved for WebGrants.
- 3. After a User resets a password, The NDLogin account does not automatically direct users back to WebGrants. <u>Users MUST go back to the WebGrants landing page to enter the updated credentials.</u>

Make sure to follow ALL the instructions in the announcements section EXACTLY as they are written. The security phone number is not required when setting up an ND Login account, but if not populated users can't log in to WebGrants.

- 1. Try to log into the NDLogin app just to see if account exists: <u>https://apps.nd.gov/itd/ldap/login.htm</u>
- 2. If a successful login, set the recovery phone number and then users will get a verification text to activate the account
- 3. Once completed, user will be able to log into WebGrants

Forgot Login or Password:

WebGrants does not keep or store any passwords specific to the system. It only authenticates the NDLogin account used to register with NDIT. Use the links in the lower right of the announcements section on the WebGrants login page to recover a ND Login account username and/or password.

The NDLogin account allows users o utilize the same account details for multiple systems. If a person is using the same NDLogin account name for multiple systems, when the password is changed in one system, it is changed across all systems that use that NDLogin name.

If a user is trying to log in and getting a registration page for the NDLogin account (<u>white background</u>), it is because WebGrants cannot authenticate the information as it was entered and assumes they are a new user who wants to sign up for a NDLogin account because they do not have one.

If a user is trying to log in and getting a registration page for WebGrants (<u>vellow background</u>), it is because WebGrants does not have an approved user with the NDLogin account credentials that were entered. WebGrants assumes they are a new user who wants to register for WebGrants.

DO NOT re-register! Contact a NDDPI program administrator, and they can tell you the NDLogin account username that is approved for WebGrants. NDDPI cannot see any password details. See highlighted section above regarding NDLogin account details.

If a user still cannot log in after all of the above, they will need to call NDIT HelpDesk for assistance in unlocking their NDLogin account. 701-328-4470

Dashboard

From the Side Menu:

Click on 'Dashboard'

Select 'Work Assignment' to see Approaching Deadlines, Recent Negotiations, Recent Correspondence, My Site Visits, Organization Compliance, and View Overdue Approaching Deadlines.

User roles and permissions determine system view and accessibility. Not all users will have access to all components.

NDDPI External Assistance External User Reviewer - See only own reviews, Constant Content Scientific Logical 2	All currently	Nork A	Assian	ment	nt Calendar	Action	Items Alerts	My Review	s My Site Visits
C Dashboard	> A Back		int • 0	Online	Help	G+ Log C	Dut		
Work Assignment	& Ap	proaching	g Deadlines	- Next 3	80 Days		🛎 View Ov	erdue Appro	aching Deadlines
 Calendar Alerts 	This sec	tion displays t	he documents	with due	dates arriv	ving in the	next 30 days or ov	verdue.	
► My Reviews	Due Date	 Documer 	nt Sub-Type	ID 🖤	Status 🗂	Title 🔻	Program Area	Funding O	oportunity
My Site VisitsDocument Repository	Jul 10, 2023 Application Final 34503 Form IDEA B SpecEd-Special 34019-Special Education 2024 Application							ation	
Funding Opportunities	C Re This sec	cent Nego	b tiations - Du	ue Withii that you	n 30 Days negotiateo	l in the last	30 days.		
Applications	Due Date	Document Type	Sub Type/Round	ID =	Status	Title	Organization	Program Area	Funding Opportunity
Reports	06/19/2023	Claim	Reimbursement	10398- 006	Approve	ESSER 3/20-9/2 84.425L	u 4	CARES- CRRSA- ARP	9830-ESSER III - Elementary and Secondary School Emergency Relief Fund III
	06/20/2023	Claim	Reimbursement	9587- 006	Submitte	ESSER 3/20-9/2 84.425E	3	CARES- CRRSA- ARP	9267-ESSER II - Elementary and Secondary School Emergency Relief Fund II

Select 'Calendar' to see upcoming Dashboard items in a calendar view Select 'Alerts' to see all email alerts received

Click on 'My Reviews' if user is external application reviewer.

Select the Application you would like to access in the 'Applications to be Reviewed' listing. To access a submitted review, click on the 'Recently Reviewed Applications' or 'Archived Reviews' tab.

NDDPI External Assistance External User Contract Signature - Level 2, Site	Applicat	Applications awaiting review Work Assignment Calendar Alerts My Reviews								My Site Visits		
7) Dashboard	> • • •			i •	•	Online	Help	(🗄 Log Out			
 Work Assignment Calendar 		lications to Applica	be Revie	ewed to be	Rece Rev	ntly Revie	ewed Ap	plicatio	ons Archived	Reviews		
Alerts My Reviews	Due Date	Round	Score	Role	ID 	Status	Stage	Title	Organization	Applicant	Program Area	Funding Opportunity
My Site Visits							No dat	a availa	able in table			
Funding Opportunities	Showing	g 0 to 0 of 0	Showing 0 to 0 of 0 entries									

Click on 'My Site Visits' to view assigned site visits.

Select the Site Visit to access in the 'Current Site Visits' listing. To access a prior site visit, click on the 'Recent Site Visits' tab.

NDDPI External Ass External User Contract Signature - Leve	sistance I 2, Site	Site Visits a	My S waiting vi	ite V	isits	Work Assign	ment Calendar	Alerts My	Reviews My Site Visits
Dashboard	>	A Back) Print 🗸	0	Online Help	E+ Log Out		
Work Assignment Calendar		Current	Site Visits	Recent s	Site Visits				
 My Reviews 		Due Date	Number	Туре	Status -	Title	Organization	Program Area	Funding Opportunity
My Site Visits Funding Opportun	ities >	09/23/2020	3411-001	Monitoring	Editing	Migrant FY20 84.011A Demo	ND Department of Public Instruction	Migrant	1329-Migrant Education - Summer Program Year 2020

Click on 'Document Repository' to view Grantee Document Library

NDDPI External Assistance External User Reviewer - See only own reviews, Gradeo Content Signature, Louid 2	Document Repository Repository of posted documents: Assignment Calendar Action Items Alerts My Reviews My Site Visits							
71 Dashboard	🛧 Back	🗇 Print 🔹	Online	Help 🕞 Log Out				
 Work Assignment 								
CalendarAlerts	The posted documents from the Document Repository are listed below. Please feel free to download th documents as needed.							9
My Reviews					Search:			
My Site Visits	File Security	File Name	A	Description	Program	Туре	File	View File
Document Repository					Area 🔺		Size	
Funding Opportunities	External	SFN 61974 Capital Expe construction).pdf	enses (non	SFN 61974 Capital Expenses (non construction)	All Program Areas	PDF	724 KB	View File
Applications	External	SFN 62336 Capital Con	struction.pdf	SFN 62336 Capital Construction	All Program Areas	PDF	774 KB	View File
	Showing 1 to	2 of 2 entries						

Click on 'View Overdue Approaching Deadlines' to view items that were due prior to the current date.

NDDPI External Assistance External User Contract Signature - Level 2, Ste	e	All currently	Vork assigned w	Assi	gn	mei	nt Ik Assignmer	t Calenda	r Alerts	My Reviews	My Site Visits
Ch Dashboard	>	♠ Back	0.0	ent •	0	Online F	telp I	🕒 Log Out			
Work Assignment		2 Ap	proachin	g Deadli	nes	Next 3) Days	1	A View Ove	rdue Approac	hing Deadlines
 Calendar Alerts 		This sect	ion displays	the docum	ents w	ith due	dates arrivir	ig in the next	30 days or ow	noce.	and the second
 My Reviews 		Due Date	Document	ID -	Status	Title		Program Are	a Funding Og	oportunity	
➤ My Site Visits		12/01/2022	Status Report	11755- 005	Editing	9/24 i	ER III 3/20- 54.425U	CARES- CRRSA-ARP	9830-ESSE School Eme	R III - Element rgency Relief I	ary and Secondary Fund III
Funding Opportunities	>	C Re	cent Neg	otiations	- Due	Within	30 Davs				
Applications	>	This sect	ion displays	the docum	ents th	at you r	negotiated in	n the last 30 d	ays.		
© Grants	>	Due Date	Document Type	Sub Type:Rou	ind =	ID -	Status	Title -	Organization	Program Area	Funding Opportunity
C Reports	>	11/11/2022	Claim	Reimburse	ment	26359-	Submitted	Comingle		Title I	22501-Comingle Title I SY 2022-
A My Profile	>	-						2023	C. C		2023
		🗭 Re	cent Corr	espond	ence	- Within	the Last 30) Days			
		Food Day	Elen	From			Te			Publicat	Managan

Negotiations

If additional information or edits are required, the WebGrants system allows NDDPI to negotiate components back to the applicant or grantee.

Users will receive an automated alert from the system via email letting them know when a component is negotiated back for edits. The email will include the component being negotiated, the Document ID, Program Area, due date, and any additional directions.

Recent negotiations are found in the Dashboard under the Work Assignment 'Recent Negotiations'. After the due date has passed, users can find the item under 'View Overdue Approaching Deadlines' on the Dashboard. The due date to respond, Document Type, and Status are shown. Click anywhere on the item to open the negotiated component (form).

NDOPI External Assistance External User Reviewer, Garmer, Garmer Signature - Lond 7	Alcaractify usigned work Assignment Teach Assignment Teac
171 Dashboard	No mark - O mark Hap D tag Dat
• Work Assignment	2 Approaching Deadlines Next 31 Days
Calendar Alore	This section displays five disciments with due dates annihing in the next 30 days.
 My Reviews 	Data Neter a Document = 10 = Status = Tife = Program Area = Farring Opportunity
Eucline Generiuster	The data an indicate in Bole
the Landing opportunities	
🗄 Applications >	C Recent Negotiations - Dee Within 30 Days
Ørants >	This section displays the documents that you negotiated in the last 30 days.
1 Martin	Declame * Decument Type Sub TypeRound ID Status Title Criganization Program Area Funding Opportunity
a wy Prome	02020201 Oble Reinbuschest 2753-461 Concern System Test for new forms Baseluer Organization 2112 Century Community Learning Centers 11252445 Century, 2nd and 211 Vervier Application for Cambranate - P121
	P My Site Visits - intox.
	Site Valus ansigned to you personally appeare below.
	This Take a Benther Type Easter Coart Organization Program Area Program Area Program Area
	No data svinative in table
	Å Organization Compliance
	State Dee Dele Description Compliance Date Restriction Decation Attuchment Comments Submitted Pay Submitted Date
	No deta svirate in tote

WebGrants will only show the subcomponents that are available for edits.

Example: Funding Opportunity Applications can be negotiated back with only the budget section available. The rest of the application still exists; however, this is the only area a user will see because it is available for editing.

Users can see the alert history/additional directions for any negotiated component by clicking on the 'Alert History' tab of the Negotiated Item Detail

Claim Preview Alert History Map			
Olaim Details			G Edit Claim
2752 - System Test fo Claim Details	r new forms - 2021		
Funding Opportunity:	1325-21st Century - 2nd and 3rd Year Application for Continuance - FY21	Initial Submit Date:	02/06/2021
Program Area:	21st Century Community Learning Centers	Initially Submitted By:	NDDPI External Assistance
Status:	Correcting	Last Submit Date:	
Claim Number:	001	Last Submitted By:	
Claim Type:	Reimbursement	Approved Date:	
Reporting Period:	01/01/2021 - 01/31/2021		
Final Request:	No		
Vendor Number:			
Check Number:			
Paid Date:			
Contact Information			
Primary Contact Information		Organization Information	

Funding Opportunities

From the Side Menu:

Click on 'Funding Opportunities'

Testing Tester Tester clenfTester	List of	Fur		;			
7 Dashboard >	- A.		🗇 Print 👻 🕞 Log Out				
Funding Opportunities		Curren	tly Posted Funding Opportunities				
📥 Applications 🔷 🗧	All c	urrently po	sted opportunities appear below. The Applicati	on Deadline indicates the due date for the ap	oplication submission. You will be unable to submit your application after this d	late.	
③ Grants >	Click	on the co	lumn headers to sort list of Opportunities.				
🚔 My Profile >						Search	
	ID 👘	Status	Agency	Program Area	▲ Title	Posted Date	Final-Application Deadline
	1554	Test	North Dakota Attorney General	Edward Byrne Justice Assistance Grant	JAG - Edward Byrne Justice Assistance Grant - TEST FO		Dec 31, 2020 3:00 PM
	1325	Test	North Dakota Department of Public Instruction	21st Century Community Learning Centers	21st Century - 2nd and 3rd Year Application for Continuance - FY21		Not Applicable

Select the 'Opportunity Title' to apply for

All pertinent information is listed under the Funding Opportunity Details, including any attachments and relevant website links

Click 'Ask a Question' for clarification on any details

Questions posted and responses received will be available for anyone applying to the Funding Opportunity to view

<u>Click 'Copy Existing Application'</u> to see previous applications to copy

If users have a previous application, they can choose the historical application for that Funding Opportunity and click 'Copy Application' in upper right-hand corner. This will auto-populate previous responses, but users will still need to review the application and update as necessary.

If an application is accidentally withdrawn, the information contained in it can be retrieved. Choose 'Copy Application' and the withdrawn application details will be available.

<u>Click 'Start New Application'</u> for first-time responses to the Funding Opportunity

List of all current		es		
Sack	🖶 Print 👻 🕞 Log Out			
i Curre	ent Applications			
Any previous application, o	sly created applications, for this opportunity, click on the Copy Existing Application link.	appear below. To start a new application for this opportunity, Click the S	itart a New Application link or to co	py data from an old
ID	 Application Title 	- Organization		Status
Fund	ing Opportunity Details	? Ask a Question	Copy Existing Application	Start New Application
2 - Exa Funding	ample Funding Opportu Opportunity Details	nity		
Test Prog	gram Area			
Final App	plication Deadline:			
Status:	Posted	Program Officer:	System Administrator	

Applications

If users haven't previously started an application, please see Funding Opportunities above

For applications previously started or submitted:

From the Side Menu:

Click on 'Applications'

Choose the 'Current Applications' or 'Archived Applications' tab

L Testing Tester Testing deaflower	Lator	Sub	mitted /	Applicati	ONS unity Title' you want to	apply for			
77 Dashboard 5	-		Barris - B	Log Out					
Funding Opportunities	6	ment Applicate	an Archived A	plications					
Grants		Current A	plications						
A My Profile	The	appressions t	xelow are associa	ted with recent Fun	ang opportunities and a	re in Editing, Bubritlett, or Correcting statuses, 10	view other apprications, click on the Archive's Apprications link.		Search
	0.	Status -	Slope -	10+	Organization	Program Area	Training Deportunity	4.)	Deating
	1952	Salaridh-d	Final Application	DTPI Test - 920 16	Same in Collection	SJCkumA-SJIII Church Counterful Creative Creative	0801-218 Century - 18 Year Application for Selection - FY21 (Ref)		Fine Approxim Deadline not Approxime
	1952	Substated	Final Application Prior Application	DTPI Text - 900 18 Not - Capy	BaseLine Organization	21Century-21c1 Century Community Learning Centers 21Century-21c1 Century Community Learning Centers	0001-218 Century - 18 Year Application for Selection - EV21 (168) 1325-218 Century - 2nd and 3rt Year Application for Centersanon - EV21 (1615		Final Application Deadline not Applicable
	1952 2903 1825		Final Application Pinal Application Final Application	DTPI Test - 920:18 Not - Capy Not	BaseLine Organization	21Century-21st Century Cosmunity Learning Centers 21Century-21st Century Community Learning Centers Hismelics-Florelics	Control (1997 Control) - Not Year Approximation for Selection - P-Y21 (Seld) 1225-2107 Controls - 2nd and driv Year Approximation for Continuance - PY21 (Fect) 1330-INICKIPHNY - Vends - PY21 (Fect)		Final Application Deadline not Applicable Final Application Deadline not Applicable Final Application Geatline not Applicable

<u>Select the 'Current Applications'</u> to review applications in submitted or editing status Submitted Applications can only be edited if negotiated back from NDDPI Applications in Editing status give users the option to edit and continue application or withdraw the application

'Archived Applications' are applications previously submitted for closed Funding Opportunities

From Start New Application in the Funding Opportunity or Edit Application in the Application Menu, WebGrants will walk users through the Application Components/Forms and Process

Application Components and Process

General Information

This is a system form that automatically identifies the User and the association with their Organization based upon information provided when a user registered for WebGrants

Complete Step 1 in the Application Creation Wizard, then click 'Save Form Information'

pplication - General Inf	ormation	Save Form Information
The Primary Contact is the individual receive automated email notifications The Authorized Official, if this is displa Select the organization, if you belong	in your organization who will be designated as the primary person responsible for this application from your organization. when your attention is needed on this application. ayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the w to more than one, for which you will be submitting this application.	This individual will rork involved.
Application Title*:	Application Title	
Application free .		
Primary Contact*:	Test User 🔻	
Primary Contact*: Organization*:	Test User •	

Choose the Organization from the drop-down in Step 2 of the Application Creation Wizard. Then click 'Save Form Information.' It is the same form, but WebGrants is opening up additional fields based upon response to prior questions.

Application Creation Wi	zard - Step: 2
	tion B Seve Form Information
The Primary Contact is the individual in your when your attention is needed on this applic. The Authorized Official, if this is displayed, is Select the organization, if you belong to mor	organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications ation. the person from your organization who is authorized to submit the proposal and commit your organization to the work involved. e than one, for which you will be submitting this application.
Application ID*:	4
Program Area*:	Test Program Area
Funding Opportunity*:	2-Example Funding Opportunity
Application Stage*:	Final Application
Application Status*:	Editing
Application Title*:	Application Title
Primary Contact*:	Test User
Organization*:	Grantee Organization •

If users want to add any 'Additional Applicants' from their Organization, they can add them in Step 3 of the Application Creation Wizard. Then click 'Save Form Information.' Only approved WebGrants users associated with an Organization will show in this box. Additional applicants can be added later by clicking on the General Information component in the application forms.

Application - General Informa	tion Save Form Information
The Primary Contact is the individual in your when your attention is needed on this applic The Authorized Official, if this is displayed, is Select the organization, if you belong to more	organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications ation. s the person from your organization who is authorized to submit the proposal and commit your organization to the work involved. e than one, for which you will be submitting this application.
Application ID*:	4
Program Area*:	Test Program Area
Funding Opportunity*:	2-Example Funding Opportunity
Application Stage*:	Final Application
Application Status*:	Editing
Application Title*:	Application Title
Primary Contact*:	Test User
Organization*:	Grantee Organization
Select any additional contacts within your organization	ation that will also manage this grant.
Additional Applicants:	Additional App

Note: The system has created an application # as soon as users click 'Save'. If a user logs out of the system at this point or any future point: <u>DO NOT CLICK ON START A NEW APPLICATION.</u>

Click on 'Applications' from the Side Menu or;

Click on Funding Opportunities and they will see existing application in the top section.

Once the General Information has been completed, users are returned to the Application Details and Components List:

- 4 - Application Title	
Status:	Editing
Stage:	Final Application
Application Deadline:	
Program Area:	Test Program Area
Funding Opportunity:	2-Example Funding Opportunity
Organization:	Grantee Organization
Budget Total:	
Application Preview Attachment Alert Histor Papplication Details Application cannot be Submitted Currently Application components are not complete	огу Мар
Component	Complete?
General Information	✓
Named Attachment	

Begin completing the application components (forms) designated for the Funding Opportunity.

Each of the lines shown are a component (form) that must be completed by the applicant before they can submit into the WebGrants System.

Note: All components can be edited and saved as often as necessary. The system will require that ALL fields marked as required (***red**) MUST have entries and EVERY form must be 'Marked as Complete' to submit. Applicants will receive a pop-up message notifying them of this if they try to save without completing these steps. ******The pop-up notification will tell you what is missing.******

Application Preview	Attachment	Alert History	Мар		
Application	Details				
Application cannot to • Application component	oe Submitted onents are not	Currently complete		Complete?	
General Information				~	
Named Attachment					

Continue to click on each component in the Application Details listing.

Note: Most forms are editable by clicking 'Edit Form' at the top right part of the section. However, multi-list sections are editable by clicking 'Add Row' on the section.

All information must be saved by clicking 'Save' on the forms. If users do not click 'Save' and back out of the form or section of the form, the information will be lost.

Once all required fields are completed and each of the components marked complete, the 'Submit Application' button will be available for application submission. Users will not get a 'Submit Application' button until all forms are 'Marked as Complete.'

Application Preview Attachment Alert History Map		
Application Details		Q Preview Application 🗸 Submit Application ? Ask a Question 🗶 Withdraw
Application is in compliance and is ready for Submission!		
Component	Complete?	Last Edited
General Information	~	Sep 20, 2019 2:56 PM - Test User
Named Attachment	~	Sep 20, 2019 4:47 PM - Test User

Grants

From the Side Menu:

Click on 'Grants'

Select the Grant to access in the 'Active Grants' listing.

To access a closed grant, click on the 'Closed Grants' tab.



When users select the Grant, they are directed to the Grant Components.

≣ Grant Components
Component
General Information
Claims
Status Reports
Contract Amendments
Site Visits
Correspondence
Budget
Needs Assessment and Evaluation
Historical Application
Contract and Award Letter
Funding Opportunity

General Information

This is a system page that automatically identifies the User and the association with their organization based upon information provided when a user registered for WebGrants This includes program area information and contract dates.

To give other users within your organization access to the Grant, click 'Edit Additional Contacts' in the upper right corner. Only users who are already set up and associated with your organization can be added.

General Information		2 Edit Additional Contacts
Grant Id:	1746	

Note: Only users listed in the General Information Component have access to the Grant. Not all users associated with an Organization will have access to all Grants awarded to that Organization.

All other grant components are defined in their own section following this one.

Claims

When users select the Grant, they are directed to the Grant Components.

Select 'Claims' from the list of Grant Components.

i≣ Grant Components
The grant forms appear below. You can define your own alerts in the Alerts section
Component
General Information
Claims
Status Reports
Contract Amendments
Site Visits

All claims and their status associated with the Grant will be listed

Grant List Genera	Claims Status Contra	Site V Corres Budget Nee	ds Histor Contra			
Claims						🕂 Add Claim
ID 🔺	Туре	- Status -	Reporting Period	Submitted Date	Paid Date 🗸	Claim Amount
1746 - 001	Reimbursement	Withdrawn	07/01/2019 - 09/30/2019			\$0.00
1746 - 002	Reimbursement	Paid	07/01/2019 - 10/30/2019		11/06/2019	\$979.50

Adding a new Claim

Click 'Add Claim' in the upper right

Grant List Genera	Claims Status Contra Sit	te V Corres Budget Need	ds Histor Contra			
O Claims						🖶 Add Claim
ID 🔺	Туре	Status	Reporting Period T	Submitted Date	Paid Date 💎	Claim Amount -
1746 - 001	Reimbursement	Withdrawn	07/01/2019 - 09/30/2019			\$0.00
1746 - 002	Reimbursement	Paid	07/01/2019 - 10/30/2019		11/06/2019	\$979.50

Users are directed to the 'Claim General Information'. Complete the fields on the form, then click 'Save Form':

General Information - Claim	- Edit	ve Form
Type*:	Reimbursement V	
Report Period:		
Final Request?:	Start Date End Date	

Note: The system has created a claim # as soon as users click 'Save'. If a user logs out of the system at this point or any future point, they will click on the existing claim until it has been submitted.

Once the General Information has been completed, you will be returned to the Claim Components. This is a complete listing of all components required for your claim.

Note: All forms can be edited and saved as often as necessary. The system will require that ALL fields marked as required (*red) MUST have entries and EVERY form must be 'Marked as Complete' to submit. Users will receive a pop-up message notifying them of this if they try to submit without completing these steps. **The pop-up notification will tell you what is missing**

Click 'Reimbursement'

Claim Preview Attachment Alert History Map Versions			
I Claim			R Preview Claim
Claim cannot be Submitted Currently Claim components are not complete			
Component	Complete?	Last Edited	
General Information	×	Nov 25, 2019 12:19 PM - Testing Tester	
Reimbursement		÷	
Claim Supporting Documentation		·	

Click 'Edit Reimbursement'

Claim List Genera Reimbu Claim								
Reimbursement - Current Version								
⊞								Edit Reimbursement
Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)
110 - Salaries of Regular Employees-Certified Personnel Total								
Total	\$5,133.36	\$0.00	\$0.00	\$0.00	\$5,133.36	\$0.00	\$0.00	\$5,133.36

Enter Expenses This Period by Budget Category and click 'Save Reimbursement.'

🖽 - Edit								Save Reimbursement
Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)
110 - Salaries of Regular Employees-Certified Personnel Total								
Total	\$5,133.36	0.00	\$0.00	\$0.00	\$5,133.36	\$0.00	\$0.00	\$5,133.36
120 - Salaries of Regular Employees-Noncertified Personnel Total								
Total	\$12,207.75	0.00	\$0.00	\$0.00	\$12,207.75	\$0.00	\$0.00	\$12,207.75
200 - Personal Services-Employee Benefits Total								
Total	\$2,768.97	0.00	\$0.00	\$0.00	\$2,768.97	\$0.00	\$0.00	\$2,768.97
300 - Purchased Professional and Technical Services Total								
Total	\$650.00	0.00	\$189.50	\$189.50	\$460.50	\$0.00	\$189.50	\$460.50
400 - Purchased Property Services Total								

Continue to click on and complete each form in the Claim Component listing.

Note: Most forms are editable by clicking 'Edit' at the top part of the section. However, multi-list sections are editable by clicking 'Add' on the section.

All information must be saved by clicking 'Save' on the forms. If users do not click 'save' and they back out of the form or section of the form, the information will be lost.

After all required fields are filled out and the forms marked complete, Users can submit the claim.

Claim Preview Attachment Alert History Map	Versions	
Olaim Details		🖌 Submit Claim
Claim is in compliance and is ready for Submissi	on!	
Component	Complete?	Last Edited
General Information	✓	Nov 7, 2019 1:16 PM - Test User
Reimbursement	~	Nov 7, 2019 1:24 PM - Test User

Editing or Withdrawing an existing Claim

Only Claims in 'Editing' status can be edited or withdrawn by external users. After a claim has been submitted, it can only be withdrawn by NDDPI

Grant List Genera Cl	aims Status Contra Site	V Corres Budget Needs	Histor Contra			
Olaims						🕂 Add Claim
ID 🔺	Туре —	Status	Reporting Period	Submitted Date	Paid Date	Claim Amount
1746 - 001	Reimbursement	Withdrawn	07/01/2019 - 09/30/2019			\$0.00
1746 - 002	Reimbursement	Paid	07/01/2019 - 10/30/2019		11/06/2019	\$979.50
1746 - 003	Reimbursement	Editing	11/01/2019 - 11/01/2019			\$0.00

Click on the Claim line to edit or withdraw

Grant List Genera Cl	aims Status Contra Site	V Corres Budget Needs	Histor Contra			
Claims						🕂 Add Claim
ID 🔺	Туре	Status	Reporting Period T	Submitted Date	Paid Date	Claim Amount
1746 - 001	Reimbursement	Withdrawn	07/01/2019 - 09/30/2019			\$0.00
1746 - 002	Reimbursement	Paid	07/01/2019 - 10/30/2019		11/06/2019	\$979.50
1746 - 003	Reimbursement	Editing	11/01/2019 - 11/01/2019			\$0.00

Choose either 'Withdraw' or 'Edit Claim' in the upper right

Claim Details	× Withdraw

'Edit Claim' will open the Claim components allowing users to finish and submit the claim.

Claim Preview Attachment Alert History Map Versions			
Claim Details			× Withdraw Q Preview Claim
Claim cannot be Submitted Currently Claim components are not complete			
Component	Complete?	Last Edited	
General Information	~	Nov 25, 2019 12:19 PM - Testing Tester	
Reimbursement		Nov 25, 2019 12:19 PM - Testing Tester	
Claim Supporting Documentation		Nov 25, 2019 12:35 PM - Testing Tester	

'Withdraw' will open the dialog box for additional notes. Enter the reasons and save to withdraw the claim.

Enter the reasons and save	o withdraw this document.	
× Withdraw		
Additional Notes:	Additional Notes	
		ß

Status Reports

When users select the Grant, they are directed to the Grant Components.

Select 'Status Reports' from the list of Grant Components.

i≣ Grant Components	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	Nov 14, 2019 9:49 AM - Rebecca Pollert
Claims	Oct 1, 2019 12:09 PM - Rebecca Pollert
Status Reports	Sep 30, 2019 8:30 AM - Rebecca Pollert
Contract Amendments	Oct 1, 2019 12:15 PM - Rebecca Pollert
Site Visits	

All Status Reports and their status associated with the Grant will be listed

Grant List	Genera	Claims	Status	Contra	Site V	Corres	Budget	Needs	Histor	Contra			
🗈 Statu	us Repo	rts											+ Add Status Rep
ID			1	Гуре			Status			Reporting Period	Due Date	Submitted Date	Arrived
1746	- 001		Quar	erly Report			Editing			11/01/2019 - 11/01/2019			

Adding a new Status Report

Click 'Add Status Report' in the upper right

ant List G	Genera	Claims S	tatus Contra	Site V C	Corres Bu	udget N	eeds Histor	Contra				
Status	Repo	rts										Add Status Report
ID			Туре		Sta	atus		Reporting Period	T Due Date	Submitted Date	-	Arrived
1746 - 0	01		Quarterly Report		Ed	litina		11/01/2019 - 11/01/2019				

Users are directed to the Status Report General Information'. Complete the fields on the form, then click 'Save Form':

General Information - Status F	teport - Edit	Save Form
Sub Type*: Report Dates:	Quarterly Report 11/01/2019 111/01/2019 Start Date End Date	

Once the General Information has been completed, users are returned to the Status Report Components. This is a complete listing of all components required for the status report.

Status Report Preview Atta	chment Alert History	Map Versions		
Status Report Det	ails			
Status Report cannot be Su • Status Report componen	bmitted Currently s are not complete			
omponent			Complete?	Last Edited
omponent eneral Information			Complete?	Last Edited Nov 25, 2019 12:49 PM - Testing Tester

Note: All forms can be edited and saved as often as necessary. The system will require that ALL fields marked as required (*red) MUST have entries and EVERY form must be 'Marked as Complete' to submit. Users will receive a pop-up message notifying them of this if they try to submit without completing these steps. **The pop-up notification will tell you what is missing**

After all required fields are filled out and the forms marked complete, Users can submit the status report.

Status Report Preview Attachment Alert History Map Versions			
Status Report Details			✓ Submit Status Report
Status Report is in compliance and is ready for Submission!			
Component	Complete?	Last Edited	
General Information	✓	Nov 25, 2019 12:49 PM - Testing Tester	
Quarterly Project Narrative Report	~	Nov 25, 2019 1:21 PM - Testing Tester	

Editing or Withdrawing a Status Report

Only Status Reports in 'Editing' status can be edited or withdrawn

Grant List	Genera	Claims	Status	Contra	Site V	Corres	Budget	Needs	Histor	Contra			
Stee	neral Informat	ionS											+ Add Status Report
IC		*	Ту	ype			Status	T		Reporting Period	T Due Date T	Submitted Date	T Arrived T
1746	- 001		Quarte	erly Report			Editing			11/01/2019 - 11/01/2019			

Click on the Status Report line to edit or withdraw

Grant List	Genera	Claims	Status	Contra	Site V	Corres	Budget	Needs	Histor	Contra					
Status Reports Add Status Report															
ID		*		Туре			Status			Reporting Period		Due Date		Submitted Date	Arrived
1746 -	001		Quar	terly Report			Editing			11/01/2019 - 11/01/2019					

Choose either 'Withdraw' or 'Edit Status Report' in the upper right

Status Report Preview Attachment Alert History Map Versions	
Status Report Details	X Withdraw

'Edit Status Report' will open the Status Report components allowing users to finish and submit the status report.

Status Report Preview Attachment Alert History Map Versions		
Status Report Details		✓ Submit Status Report X Withdraw Q Preview Status Report
Status Report is in compliance and is ready for Submission!		
Component	Complete?	Last Edited
General Information	~	Nov 25, 2019 12:49 PM - Testing Tester
Quarterly Project Narrative Report	×	Nov 25, 2019 1:21 PM - Testing Tester

'Withdraw' will open the dialog box for additional notes. Enter the reasons and save to withdraw the Status Report.

Wi	ithdraw Document			×
Ent	ter the reasons and save	to withdraw this document.		
	× Withdraw			
F	Additional Notes:	Additional Notes		
			Save	Cancel

Contract Amendments

When users select the Grant, they are directed to the Grant Components.

Select 'Contract Amendments' from the list of Grant Components.

i≣ Grant Components	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	Nov 14, 2019 9:49 AM - Rebecca Pollert
Claims	Oct 1, 2019 12:09 PM - Rebecca Pollert
Status Reports	Sep 30, 2019 8:30 AM - Rebecca Pollert
Contract Amendments	Oct 1, 2019 12:15 PM - Rebecca Pollert
Site Visits	Nov 25, 2019 1:22 PM - Testing Tester

All Contract Amendments and their status associated with the Grant will be listed

Grant List Genera Claims	Status Contra Site V Corres Budget	Needs Histor Contra		
Amendments				+ Add Amendment
ID 🔺	Туре	Status	Title -	Submitted Date
1746 - 001	Budget Revision	Correcting	testing system	Nov 14, 2019 9:52 AM
1746 - 002	Budget Revision	Editing	test1	
1746 - 003	Budget Revision	Editing	test	

Adding a new Amendment

Click 'Add Amendment' in the upper right

Grant List	Genera	Claims	Status (Contra Site V	Corres	Budget	Needs	Histor	Contra				
🖄 Ame	ndments	S										+ Add Am	endment
	ID			Туре					Status	Title		Submitted Date	7
	1746 - 001			Budget Re	vision				Correcting	testing system	Nov 14, 2019 9:52 AM		
1	1746 - 002			Budget Re	vision				Editing	test1			
1	1746 - 003			Budget Re	vision				Editing	test			

Users are directed to the 'Amendment General Information'. Complete the fields on the form, then click 'Save Form':

General Information - Amendme	ent - Edit
Amendment Type*:	Budget Revision •
Title*:	

Once the General Information has been completed, users are returned to the Amendment Details Components. This is a complete listing of all components required for the amendment.

Amendment Preview	Attachment Alert Hist	tory Map Version			
🖄 Amendment	Details				
Amendment cannot to • Amendment comp	e Submitted Currently onents are not complete				
Component			Complete?	Last Edited	
General Information			✓	Nov 14, 2019 9:58 AM - Testing Tester	
Budget Amendment				Nov 14, 2019 9:58 AM - Testing Tester	

Note: All forms can be edited and saved as often as necessary. The system will require that ALL fields marked as required (***red**) MUST have entries and EVERY form must be 'Marked as Complete' to submit. Users will receive a pop-up message notifying them of this if they try to submit without completing these steps. ******The pop-up notification will tell you what is missing******

After all required fields and forms marked complete, Users can submit the amendment.

Amendment Preview Attachment Alert History Map Versions		
🖄 Amendment Details		✓ Submit Amendment X Withdraw Q Preview Amendment
Amendment is in compliance and is ready for Submission!		
Component	Complete?	Last Edited
General Information	×	Nov 14, 2019 9:58 AM - Testing Tester
Budget Amendment	~	Nov 25, 2019 3:53 PM - Testing Tester

Editing or Withdrawing an Amendment

Only Amendments in 'Editing' status can be edited or withdrawn

Grant List	Genera	Claims	Status	Contra	Site V	Corres	Budget	Needs	Histor	Contra			
Stet	ineral Informat	lion5											+ Add Status Report
IC)	*	1	Туре		7	Status	T		Reporting Period	T Due Date T	Submitted Date	Arrived
1746	6 - 001		Quar	terly Report			Editing			11/01/2019 - 11/01/2019			

Click on the Amendment line to edit or withdraw

Grant List Genera	Claims	Status	Contra	Site V	Corres	Budget	Needs	Histor Contra					
For Bas Amendments	5												+ Add Amendment
ID				Туре				Status		Title		Submitted	Date
1746 - 001			E	Budget Rev	ision			Correcti	ng		testing system	Nov 14, 2019	9:52 AM
1746 - 002			E	Budget Rev	ision			Editin			test1		
1746 - 003			E	Budget Rev	ision			Editin	3		test		
1746 - 002 1746 - 003			E	Budget Rev Budget Rev	ision ision			Editing	2		test1 test		

Choose either 'Withdraw' or 'Edit Amendment' in the upper right

Amendment Preview Attachment	Alert History Map Versions	
🖄 Amendment Details		X Withdraw 🗹 Edit Amendment

'Edit Amendment' will open the Amendment components allowing users to finish and submit the amendment.

Amendment Preview Attachment Alert History Map Versions		
E Amendment Details		✓ Submit Amendment X Withdraw Q, Preview Amendment
Amendment is in compliance and is ready for Submission!		
Component	Complete?	Last Edited
General Information	×	Nov 14, 2019 9:58 AM - Testing Tester
Budget Amendment	×	Nov 25, 2019 3:53 PM - Testing Tester

'Withdraw' will open the dialog box for additional notes. Enter the reasons and save to withdraw the Amendment.

X Withdraw	e to withdraw this document.	
Additional Notes:	Additional Notes	

Capital Expenditure Request Process

Subrecipients must obtain written approval prior to spending federal funds on capital expenditures that exceed the State threshold. This amount will be set in OMB Fiscal Policy from the 25-27 biennium ongoing.

 Download and complete SFN 61974 Capital Expenses (non-construction) or SFN 62336 Capital Construction before using federal funds to buy, maintain, or improve fixed assets, such as buildings, vehicles, equipment, or land. The forms can be found in the Document Repository under the Dashboard menu (left system navigation module).

	DEPA STR	RTMENT OF						Nor	th Dakota technica education	
NDDPI External Assistance External User Grantee, Contract Signature - Level	e 2,	Repository of	ocuments	t Repo	OSito	ment Calendar	Action Items	Alerts	s My S	Site Visits
Ch Dashboard	>	Sack	O Print •	Online	Help	E+ Log Out				
 Work Assignment Calendar Alerts 		Doc The posted documents	ument Reposito d documents from the s as needed.	ory Document I	Repository	r are listed below. Pl	ease feel free	to downl	oad thes	e
► My Site Visits							Search:			
Document Repository		File Security	File Name	*	Description	on –	Program Area	Туре	File Size	View File
Funding Opportunities	>	External	SFN 61974 Capital Exp construction).pdf	penses (non	SFN 6197 (non cons	4 Capital Expenses	All Program Areas	Word	724 KB	View File
4 Applications	>	External	SFN 62336 Capital Co	nstruction.pdf	SFN 6233	6 Capital Construction	All Program Areas	PDF	774 KB	View File
Grants	>	Showing 1 to 2	2 of 2 entries							
🗠 Reports	>									
A My Profile	>									

Additional information is found under Category 700 – Property and Equipment, on Budget, Claim, and Amendment forms in WebGrants.



 Once completed, upload the form to the correct Grant that will be used to pay for the item(s). Select 'Contract Amendments (Budget Changes & Capital Expenditure Forms)' from the list of Grant Component.



3. All Contract Amendments and their status associated with this Grant will be listed Click 'Add Amendment' in the upper right

Grant List G	enera Claims	Approp C	ontra Budget	Contra	Corres	Closeo	Encumb
Status Site \	/						
Amend	ments				9 Notes (0)	+ Ad	d Amendment
ID 🔺	Туре	Status	Title	Ψ	s	ubmittee or	

4. Users are directed to the 'Amendment General Information'.

Choose 'Capital Expenditures' from the Amendment Type dropdown menu, Title the request, then click 'Save Form'

General Information - Amendment	(et	
Batter Annahmen Type Harr	Edding Copied Expendition w Toolpal Nerhain Traging to Nerhain Tradition Tradit	

5. Once the General Information has been completed, user is returned to the Amendment Details Components. This is a complete list of all components required for the amendment.

Amendment Details	tê Copy 🔗 I	Notes (0)	Feedback	Q Preview Amendment
Amendment cannot be Submitted C	urrently			
Amendment components are not o Component	complete Complete?	Last Edit	ed	

Note: All components can be edited and saved as often as necessary. The system will require that ALL fields marked as required (*red) MUST have entries and EVERY form must be 'Marked as Complete' to submit. Users will receive a pop-up message to notify them of missing components if trying to submit without completing these steps.

Once all required fields are filled in and all components marked complete, the 'Submit Amendment' button will be available for amendment submission.

Amendment Preview Alert History Map Versions		
Amendment Details		🖌 Submit Amendment 🕴 Copy 🥵 Notes (0) 📮 Feedback 🔍 Preview Amendment
Amendment is in compliance and is ready for Submission!		
Component	Complete?	Last Edited
General Information	×	Jun 3, 2022 8 32 AM - Rebecca Pollert
Capital Expenditure Request	~	Jun 3, 2022 9:09 AM - Rebecca Pollert

Site Visits

When users select the Grant, they are directed to the Grant Components.

Select 'Site Visits' from the list of Grant Components.

≣ Grant Components	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	Nov 14, 2019 9:49 AM - Rebecca Pollert
Claims	Oct 1, 2019 12:09 PM - Rebecca Pollert
Status Reports	Sep 30, 2019 8:30 AM - Rebecca Pollert
Contract Amendments	Oct 1, 2019 12:15 PM - Rebecca Pollert
Site Visits	Nov 25, 2019 1:22 PM - Testing Tester
Correspondence	Oct 1. 2019 12:16 PM - Rebecca Pollert

All Site Visits and their status associated with the Grant will be listed. Only NDDPI Program Administrators can add Site Visits to the Grant Components.

Correspondence

When users select the Grant, they are directed to the Grant Components.

Select 'Correspondence' from the list of Grant Components.

i≣ Grant Components	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	Nov 14, 2019 9:49 AM - Rebecca Pollert
Claims	Oct 1, 2019 12:09 PM - Rebecca Pollert
Status Reports	Sep 30, 2019 8:30 AM - Rebecca Pollert
Contract Amendments	Oct 1, 2019 12:15 PM - Rebecca Pollert
Site Visits	Nov 25, 2019 1:22 PM - Testing Tester
Correspondence	Oct 1, 2019 12:16 PM - Rebecca Pollert
Budget	Oct 1, 2019 12:14 PM - Rebecca Pollert

All Inter-System Grantee Correspondence associated with this Grant Award will be listed.

Adding Grantee Correspondence

Click 'Add Grantee Correspondence' in the upper right



Users are directed to the 'Inter-System Grantee Correspondence.' Complete the fields on the form, then click 'Send Correspondence':



Budgets

When users select the Grant, they are directed to the Grant Components.

Select 'Budgets' from the list of Grant Components.

i≣ Grant Components	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	Nov 14, 2019 9:49 AM - Rebecca Pollert
Claims	Oct 1, 2019 12:09 PM - Rebecca Pollert
Status Reports	Sep 30, 2019 8:30 AM - Rebecca Pollert
Contract Amendments	Oct 1, 2019 12:15 PM - Rebecca Pollert
Site Visits	Nov 25, 2019 1:22 PM - Testing Tester
Correspondence	Oct 1, 2019 12:16 PM - Rebecca Pollert
Budget	Oct 1, 2019 12:14 PM - Rebecca Pollert

The Budget component may be copied over from the Application Phase. It lists Categories with line-item descriptions and subtotals. A summary by Category of the current approved budget is at the top of the budget page

110 - Salaries of Regular Employees-Certified Personnel:	\$5,133.36
0 - Salaries of Regular Employees-Noncertified Personnel:	\$12,207.75
200 - Personal Services-Employee Benefits:	\$2,768.97
300 - Purchased Professional and Technical Services:	\$650.00
400 - Purchased Property Services:	\$0.00
500 - Other Purchased Services:	\$9,540.00
600 - Supplies and Materials:	\$0.00
700 - Property and Equipment:	\$0.00
800 - Other Objects:	\$795.00
900 - Other Use of Funds:	\$0.00
Unobligated:	\$0.00
Total Requested:	\$31,095.08

Budgets can only be changed by submitting a Contract Amendment.

Grant Specific Components

When users select the Grant, they are directed to the Grant Components.

Grants may have their own components. These components contain requirements specific to the Grant and are generally listed below the Budget component on the Grant Components list.

Last Edited
Nov 14, 2019 9:49 AM - Rebecca Pollert
Oct 1, 2019 12:09 PM - Rebecca Pollert
Sep 30, 2019 8:30 AM - Rebecca Pollert
Oct 1, 2019 12:15 PM - Rebecca Pollert
Nov 25, 2019 1:22 PM - Testing Tester
Oct 1, 2019 12:16 PM - Rebecca Pollert
Oct 1, 2019 12:14 PM - Rebecca Pollert
-

Contract (Grant Award) **<u>*video link</u>**

When users select the Grant, they are directed to the Grant Components.

Select 'Contract (Grant Award)' from the list of Grant Components.

i≣ Grant Components
The grant forms appear below.
Component
General Information
Claims (Requests for Funds)
Set-Aside Reports (if Applicable)
Contract Amendments (Budget Changes & Capital Expenditure Forms)
Correspondence
Budget
Contract (Grant Award)

Electronic Signature Contract (Grant Award)

Click on the Contract in 'Approved' status

Grant List	Genera Claims Se	t-As Contra	Corres Budg	et Co	ntra	
🗄 Con	tracts					
ID	Template	Туре	Status	Title	Contract Period	Executed Date
	Transfer or Comingle Title I SY22-23	Master Template	Approved		-	

Users are directed to the 'Contract Details.' Select the blue 'Signatures' button:

Contract	Details		g' Signatures
Contract Det	omingle Title I 2 ails	2022-2023 - 2023	
Funding		Contract Title:	
Opportunity:		Contract -	
22501-Comingle T	itle I SY 2022-2023	Period:	
Program Area:	Title I	Executed Date:	
Status:	Approved		
Contract Number:	001		
Contract Template:			

Complete the required fields and click 'Save Signature.'

	Contract: 001						
		Contract Status:	Approved				
		Grant Title:	26359 - Comingle Title I 2022-	2023			
		Program Area:	Title I				
		Funding Opportunity:	22501-Comingle Title I SY 202	22-2023			
		Reporting Period:	-				
		Submitted By:	- Oct 11, 2022 11:44 AM				
Ľ:	Signatures						Save Signature
Level	Signed By	Signed Date	Status	Typed Name	Typed Date	Comments	Notify No. Delate Bri
1			Signed	10-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-	10/11/2022		
2			~	Typed Name	Sign Date	Comments	

The Contract Status will change to 'Executed.'

Funding Opportunity

After users select the Grant, they are directed to the Grant Components.

Select 'Funding Opportunity' from the list of Grant Components.

i≣ Grant Components	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	Nov 14, 2019 9:49 AM - Rebecca Pollert
Claims	Oct 1, 2019 12:09 PM - Rebecca Pollert
Status Reports	Sep 30, 2019 8:30 AM - Rebecca Pollert
Contract Amendments	Oct 1, 2019 12:15 PM - Rebecca Pollert
Site Visits	Nov 25, 2019 1:22 PM - Testing Tester
Correspondence	Oct 1, 2019 12:16 PM - Rebecca Pollert
Budget	Oct 1, 2019 12:14 PM - Rebecca Pollert
Needs Assessment and Evaluation	-
Historical Application	Oct 7, 2019 11:14 AM - Rebecca Pollert
Contract and Award Letter	Nov 25, 2019 12:00 PM - Testing Tester
Funding Opportunity	

All of the details provided prior to Grant Application or Award are found here. This includes a Description, pertinent Grant Requirements, Attachments, and Website Links

Reports

From the Side Menu:

Click on 'Reports' Formatted

Select Report type from list

NDDPI External Assistar External User Contract Signature - Level 2, Site	ice	List of all currer	ports			Formatted Data Only
Dashboard	>	Sack	🖨 Print 🗸	Online Help	🕒 Log Out	
Funding Opportunities	>	i≣ Form	atted Reports			
Applications	>					Search:
Grants	>	Report			Base Document	Program Areas
		Grants - Basic I	nformation		Grant	All
≥ Reports	>	Grants - Claims			Claim	All
		Grants - Claims	- Drawdowns		Claim	All
Formatted		Grants - Contra	cts		Contract	All
		Grants - Status	Reports		Status Report All	
My Profile	>	Inventory - Basi	c Information		Inventory	All
	-	Showing 1 to 6 c	of 6 entries			

Users can Print to CSV/Excel, HTML, or PDF on all report formats

<u>Grants – Basic Information</u> with no filters added will give users a list of all grants they are listed on in all statuses. Users can filter by searching fields to narrow down lists.

<u>Grants – Claims</u> will allow users to run reports on claims by search fields available

<u>Grants – Claims Drawdowns</u> will show users a specific list of each claim by search field available

<u>Grants – Contracts</u> with no filters added will give users a list of all contracts in all statuses (Executed contracts have 2 levels of signature)

<u>Grants – Status Reports</u> will show users a list of all status reports in all statuses

<u>*Inventory – Basic Information</u>* Inventory subcomponent is not being used in WebGrants

My Profile

From the Side Menu:

Click on 'My Profile'

Select 'Edit My Profile' to update your WebGrants contact information

Testing Tester Tester clientTester	My Profile Update your own personal contact information	My Profile
O Dashboard	★ Back	
Funding Opportunities		
🛓 Applications >	Tester, Testing C Read Passavoid	C Edit My Profile
③ Grants >	Name*: Dr. Testing Midde Name Tester Salvation First Name Last Name	
Av Profile	Tide: Email* test@test.com	
	Address*: 1234 Lane	
Applications Grants My Profile	Neme": D: Teeling Midde Name Tester Subdation First Name Title: Email: subfights.com Address": 1234 Lane	2 Edit My Protoc

Users see Associated Organizations listed below My Profile. Users can be associated with multiple Associations. Example: Dr. Testing Tester is associated with the three organizations listed.

Associated Organizations										
Name	Туре	Title at Org	Website							
BaseLine Organization	County Government		www.bas							
Bismarck Public Schools - DPI	Public LEA	Tester	http://www							
West Fargo Public Schools - DPI	Public LEA	DPI Test User	http://www							

Users cannot update their own associated organizations. Only NDDPI can edit users associated with organizations.

Organization Details-Users Assigned to My Organization(s)

From the Side Menu:

Click on 'My Profile'

Scroll down below Personal details, select 'Organization' to see Organization Details and Associated People



Users cannot update their own associated organizations. Only NDDPI can edit users associated with organizations.

Troubleshooting common problems

I lost my left Navigation Bar!

WebGrants allows users to show/hide sidebar. Click the four arrows expanding out next to the Home button on the bottom left of the screen.

	PARTMENT OF		[*] ND CTE								
NDDPI External Assistance External User	All currently	No y as w	rk A /ork Assig	ssigr nment Ca	nmer alendar	nt Alerts M	ly Revie	ws My	Site Visits	Document	Repository
(7) Dashboard >											≡
 Work Assignment 	8 Ar	proa	ching C	Deadlines	- Next 30	Days		≚ Vi	ew Overdue Ap	proaching	Deadlines
 Calendar Alerts 	This sec	tion dis	plays the	documents	with due d	ates arrivin	g in the	next 30 da	ays or overdu	e.	
My Reviews	Due Date	Do	ocument	Sub-Typ	e 🕆 ID 🕆	Status	Title	T Progra	am Area 👘 I	Funding Op	portunity
► My Site Visits					No	data availab	le in table				
 Document Repository 	n Go	ontrac	t Signa	ature - Inbr)X						
Funding >	Document Type ▲	Sub- Type	ID -	Status -	Approval Level	Last Submitted	Grant Tile	Program Officer	Organization	Program Area	Funding Opportunity
📥 Applications >	Contract -	Title	25635B-	Approved	2	Date 😁	Title III		BaseLine	Title III	22504-Title
③ Grants >	Signature	III SY22- 23	001				2022- 2023 DEMO		Organization -ALL		III SY 2022- 2023
🗠 Reports >							Grant				
🚢 My Profile >	€ Re	ecent	Negoti	ations - D	ue Within :	30 Days					
	This sec	tion dis	plays the	documents	that you n	egotiated in	the last	30 days.			
	Due I Date A	Docume	nt Type	Sub Type/Rou	ID	Status - Ti	tle Or	ganization	 Program Area 	Fund Oppo	ing ortunity –
					No	data availab	le in table				
	P Re	cent	Corres	pondenc	e - Within	the Last 30	Days				
	Ser	nt Date		Flag	From	То	:	Subject	N	Message	
	<u>ка</u> КУ	A	D	1	in in the	dala aya da	e in h-ch-			G	• ?

Why don't I have a submit button?

WebGrants will not allow users to submit items that are not complete. Make sure the Green 'Save' <u>AND</u> Orange 'Mark As Complete' buttons are clicked on each form. Once completed users will have a green check mark next to each subcomponent (form), and access to an Orange 'Submit' button

Pay attention to pop up boxes and directions. The system will tell which fields are missing or incorrect.

How do I know if I've been paid?

Users can search claims by status.

Click Grants on the left navigation menu, then Search Claims tab

		TA DE NST	PARTMEN RUCT	IT OF							
1	NDDPI External Assistant External User Contract Signature - Level 2, Site	xe	Cist of all	Gran current gra	nt ants						
Ch	Dashboard	>			🔁 Print 🗸	0	nline Help	E→ Log Out			
F	Funding Opportunities	>	Curre	ent Grants	Closed G	rants <mark>Sear</mark>	ch Claims				
4	Applications	>	i = 0	Current (Grants						
۲	Grants	>	All acti	ve grants a	are listed b	elow.					
	Reports	>							Search:		
*	My Profile	>	ID 🔺	Status	Year Tit	le 🔻	Organization	Program Area	Funding	Duration -	Grant Amount

Choose options from search fields.

		NST	PARTMENT OF
1	NDDPI External Assistance External User Contract Signature - Level 2, Site	æ	Grant List of all current grants
ch c	Dashboard	>	A Back 🗇 Print - 🚱 Online Help 🕒 Log Out
	Funding Opportunities	>	Current Grants Search Claims
<u>.</u>	Applications	>	
۲	Grants	>	Q Claim Search Q Search Claims
⊵ 1	Reports	>	Search for's by entering one of more search criteria below. Grant Number: Number
ا گ	My Profile	>	Claim Status: Paid 👻
			Organization:
			Organization
			Claim Date Range

Q	Search Crite	eria								
	Status	s: Pa	id							
:≣ (Claim List									
							Search:			
Claim Number	Туре 🗁	Status	Submit Date 🐨	Paid Date	Grant Title	Organization	Grantee	Program Area 🖙	Funding Opportunity	Amount
1662- 002	Reimbursement	Paid		01/08/2020	DTPi Test - 9/20/19	BaseLine Organization -ALL	NDDPI External Assistance	21st Century Community Learning Centers	0001-21st Century - 1st Year Application for Selection SY 2021- 2022	\$0.00
4958- 005	Reimbursement	Paid	10/08/2020	10/08/2020	IDEA B 84.027A 7/1/20- 9/30/22	BaseLine Organization -ALL	NDDPI External Assistance	Special Education	4955- Special Education 2020-2021	\$150.00
4938- 001	Reimbursement	Paid	09/21/2020	09/21/2020	Title I 2020-2021	BaseLine Organization -ALL	George DPIFiscalman	Federal Title Programs	4936-Title I 2020-2021	\$1,738.00
1662- 001	Reimbursement	Paid	09/20/2019	09/20/2019	DTPi Test - 9/20/19	BaseLine Organization -ALL	NDDPI External Assistance	21st Century Community Learning Centers	0001-21st Century - 1st Year Application for Selection SY 2021-	\$6,500.00

All Paid Claims will be listed. Click on column headings to sort

Why is this item in correcting status?

Items in correcting status will show on the user Dashboard Work Assignment until after the due date has passed. After that date, the item will still be in correcting status, and can be found from within the Grant or by clicking 'View Overdue Approaching Deadlines'

From the Dashboard Work Assignment Click on the item

	PARTMENT OF								
NDDPI External Assistance External User Contract Signature - Level 2, Site	Work Assig	nment Work Assignment C	alendar Alerts My Reviews My Site Visits						
(1) Dashboard	🔸 Back 📅 Print 🗸 🕴	🛛 Online Help 🛛 🕞 Log	Out						
Work Assignment Calendar Alerts My Reviews My Site Visits	Approaching Deadline This section displays the document Due Date Decument If	PS - Next 30 Days Is with due dates arriving in the D = Status = Tritle = P No data available in ta	View Overthue Approaching Deadlines e next 30 days. rogram Area Funding Opportunity						
Funding Opportunities	C Recent Negotiations -	Due Within 30 Days							
📥 Applications >	This section displays the documents that you negotiated in the last 30 days.								
③ Grants >	Due Date Document Sub Type Type/Round	ID T Status Title							
🗠 Reports 📏	0 <mark>6/17/2022 Claim Reimbursemen</mark>	t 20420- Correcting testing 003	grant BaseLine Special 12938-Special Organization - Education Education 2021-						
0 Mu Davida			ALL 2022						

Select 'Alert History' to see all prior notifications and status changes related to this subcomponent

		TA DE	PARTMENT OF				
NDDPI External Assistance External User Contract Signature - Level 2, Site			Grant List of all current grants				
Ch	Dashboard	>	Sack	🖶 Print 🗸	Online Help	E+ Log Out	
-	Funding Opportunities	>	Claim Preview	Alert History	Мар		
4	Applications	>	Claim Details Zi Edit Claim				
۲	Grants	>	20420	tosting	arant 2021		
	Reports	>	Claim Det	ails	jiani - 2021		

How do I add additional users to my grant or application?

Users can edit Organization user access by clicking on the General Information subcomponent (top line) in each Grant or Application. Then choose 'Edit Additional Contacts' to the far right.

i≣ Grant Components
The grant forms appear below.
Component
General Information
Claims (Requests for Funds)
Encumbrances
Contract Amendments (Budget Change Requests)
Correspondence
Budget
Contract (Grant Award)
Grant Attachments

Why can't I see another person as an option to add to my application or grant

If a user does not show up when editing the General Information, it means they are either not registered with WebGrants or associated with the Organization. Each user must be individually registered.

I don't have the signature drop down option for my contract?

Users should first confirm the NDDPI Program Administrator has signed. Grantees only have the Signature two authority. NDDPI must sign first.

If the Contract/Grant Award is signed by the NDDPI Program Administrator, users must confirm they are a School Board authorized signer for the funds. If yes, reach out to NDDPI to add the signature authority to user profile. Everyone has a signature button but will not be able to electronically sign unless the signature role is added to their profile.

Can I just have someone else use my profile to sign their name?

WebGrants authenticates users with the NDLogin process. Only users with access to the NDLogin account details should use that account. The system tracks and reflects activity based upon the user login. Notifications and emails are also sent to the email address associated with the NDLogin account.

All WebGrants users should have their own NDLogin account and WebGrants approved user.

How do I remove a user from our district/Organization?

Edits to Organization details can only be done by system administrators at NDDPI. Please email a program manager to let them know the information to update.