



**south dakota**  
DEPARTMENT OF EDUCATION

Learning. Leadership. Service.

**Grants  
Management  
System**

**User's Guide  
for  
Planning Sections**

Updated Spring 2018

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# Introduction

The planning sections of the Grants Management System (GMS) contain narrative required for approval as an accredited district in South Dakota that receives federal funding, as well as school level planning sections. They are one part of the overall application for federal funds in the GMS.

The Comprehensive District Academic Improvement Plan has questions that must be answered at a District level, for all schools in the district regardless of the type of Title I program being operated at any of the schools. The Comprehensive Needs Assessment (CNA) is the portion of the plan that must drive everything else in the section. If there will be budget outlays for staffing, Professional Development or other items, these should be reflected in the summary of the CNA.

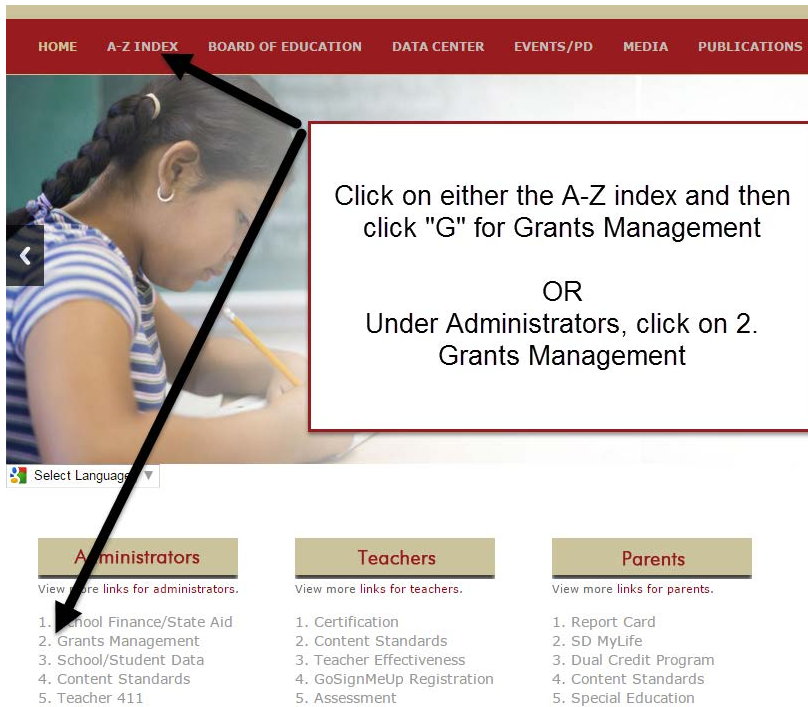
The school level sections are for schools operating either Targeted Assistance or Schoolwide programs.

For more information please call the Title program representative assigned to the district.

# Logging in to the GMS

## Step 1: Access the login page

1. Go to [www.doe.sd.gov](http://www.doe.sd.gov)
  - a. Click on either A-Z ("G" for Grants Management) or, under Administrators, click on 2. Grants Management.



2. From there, click the Plus sign, Grants Management System (GMS) for Federal Grant Programs, and Log-in for Federal Grant Programs.

### Grants Management

View the [A-Z index](#) for a complete listing.

[+](#) Grants Management

Click Here

### Grants Management

View the [A-Z index](#) for a complete listing.

[-](#) Grants Management

Grant Allocations  
[Grants Management System \(GMS\) for Federal Grant Programs](#)  
[Grants Management System \(GMS\) Training Videos](#)  
[Federal Grant Applications on eGrant \(SY 2014-15\)](#)

Click Here

### Grants Management System

Beginning with fiscal year 2016 the new Grants Management System will be available for 2015-16 grant programs.

The existing eGrant system will continue to be available to close out and budget amendments for SY 2014-15 programs will need to be submitted in the existing system.

#### Due Date:

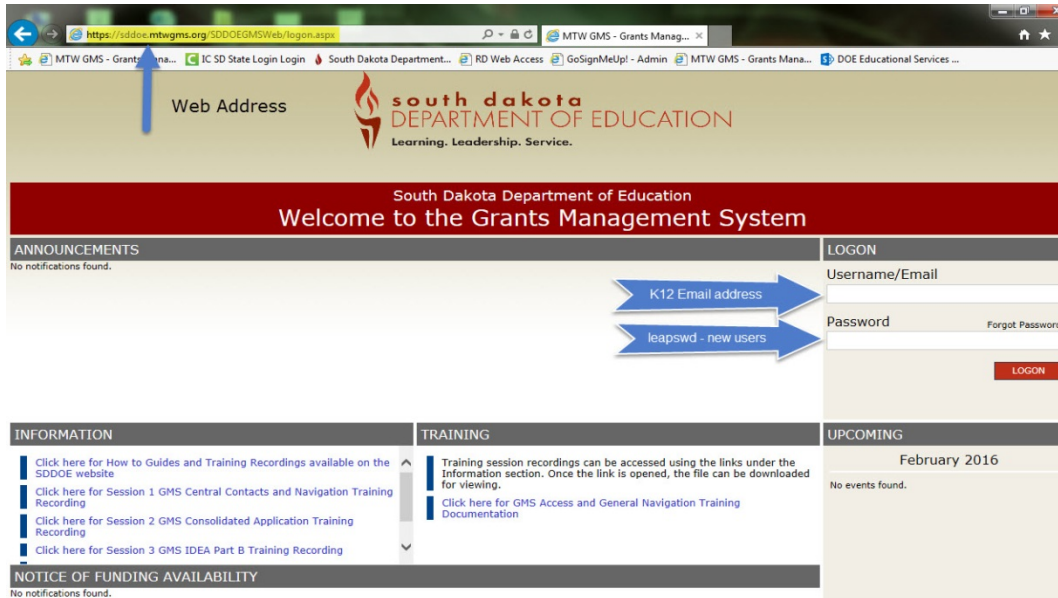
The application must be submitted in a substantially approvable form.

[Log-in for Federal Grant Programs](#)

Click Here

## Step 2: Logging In

1. All users will get to this screen after following Step 1:



- a. Username is always the user's K12 email address
- b. Password default is leapswd.
  - i. If prompted to change password, attempt at least once. If it does NOT work, click close on the message box.
  - ii. Click on Forgot Password.
    1. A new password will be emailed. Copy and paste into the Password box.
    2. Change password when prompted.

## Step 3: Entering the system

1. The first page in the system looks like the screen shot below. Depending on access rights, a user might have more or fewer items listed.



2. Click on GMS Access.

## Step 4: GMS Access/Select

1. The first time the system is accessed each day, it may default to the 2018 screen. Be sure to check and to change to 2019 if necessary.
2. If nothing has been created for the 2017-18 school year, the screen will look like this.

The screenshot displays the 'GMS Access Select' interface. At the top, it shows '004 District Name' and 'Select Fiscal Year: 2019'. A yellow box highlights the text 'There are always two sections: 1. Created 2. Available'. Two yellow arrows point from this box to the 'Created' and 'Available' section headers. The 'Created' section lists various grant types with 'There currently aren't any [grant type] applications created.' The 'Available' section lists grant types with 'There currently aren't any [grant type] applications available.' and includes submission deadlines and 'Create' buttons for 'Comprehensive District Plan', 'Schoolwide Program', 'Targeted Assistance Program', and 'Consolidated Application'.

GMS Access Select

004 District Name

Select Fiscal Year: 2019

There are always two sections:  
1. Created  
2. Available

Click to view Funding Summary

Click for Instructions

**Created**

Central Data  
There currently aren't any Central Data applications created.

Consolidated Plan  
There currently aren't any Consolidated Plan applications created.

Formula Grant  
There currently aren't any Formula Grant applications created.

Discretionary Grant  
There currently aren't any Discretionary Grant applications created.

Competitive Grant  
There currently aren't any Competitive Grant applications created.

Maintenance of Effort  
There currently aren't any Maintenance of Effort applications created.

Continuation Grant  
There currently aren't any Continuation Grant applications created.

Non Funded  
There currently aren't any Non Funded applications created.

**Available**

Central Data  
There currently aren't any Central Data applications available.

Consolidated Plan  
Comprehensive District Plan Submissions due by 6/30/2018 Create  
Schoolwide Program Submissions due by 6/30/2018  
Targeted Assistance Program Submissions due by 6/30/2018

Formula Grant  
Consolidated Application Submissions due by 10/11/2019 Create

Discretionary Grant  
There currently aren't any Discretionary Grant applications available.

Competitive Grant  
There currently aren't any Competitive Grant applications available.

## Step 5: Creating Sections:

1. When starting a section for the first time, it must be created from under the Available list of the GMS Access/Select screen.

**GMS Access Select**  
001  
Select Fiscal Year: 2017

**Created**

**Central Data**  
There currently aren't any Central Data applications created.

**Consolidated Plan**  
There currently aren't any Consolidated Plan applications created.

**Formula Grant**  
There currently aren't any Formula Grant applications created.

**Discretionary Grant**  
There currently aren't any Discretionary Grant applications created.

**Competitive Grant**  
There currently aren't any Competitive Grant applications created.

**Maintenance of Effort**  
There currently aren't any Maintenance of Effort applications created.

**Continuation Grant**  
There currently aren't any Continuation Grant applications created.

**Non Funded**  
There currently aren't any Non Funded applications created.

**Available**

**Central Data**  
There currently aren't any Central Data applications available.

**Consolidated Plan**  
Comprehensive District Plan

Schoolwide Program  
Targeted Assistance Program

**Formula Grant**  
There currently aren't any Formula Grant applications available.

**Discretionary Grant**  
There currently aren't any Discretionary Grant applications available.

**Competitive Grant**  
21st Century

**Maintenance of Effort**  
There currently aren't any Maintenance of Effort applications available.

**NOTE:** Sections of the grant application must be created the first time into the system. Unless otherwise granted, only Building Principals may create their assigned school's section and only Superintendents may create the Comprehensive District Plan.

[Click for Instructions](#)

A user will see a "Create" button on the right side of the screen if sections are available to be created AND the user has the correct access rights. If the user cannot create a section, it will be blank on the right hand side.

A Building level Principal will have to click on the "chevron" or arrow to the left of a selection to get access to the school listing. Be sure to click the correct Title I program type.

Submissions due by 6/30/2017  
Submissions due by 7/1/2016  
Submissions due by 3/2/2016

2. When a section is created, it automatically opens. When a user closes the section or exits out of the system, it moves from under Available to Created.

**south dakota**  
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**GMS Access Select**  
002  
Select Fiscal Year: 2017

**Created**

**Central Data**  
There currently aren't any Central Data applications created.

**Consolidated Plan**

Application Name	Revision	Status	Date	Actions
Targeted Assistance Program				

**Formula Grant**  
There currently aren't any Formula Grant applications created.

**Discretionary Grant**  
There currently aren't any Discretionary Grant applications created.

**Competitive Grant**  
There currently aren't any Competitive Grant applications created.

**Maintenance of Effort**  
There currently aren't any Maintenance of Effort applications created.

**Continuation Grant**  
There currently aren't any Continuation Grant applications created.

**Non Funded**  
There currently aren't any Non Funded applications created.

**Available**

**Central Data**  
There currently aren't any Central Data applications available.

**Consolidated Plan**  
Comprehensive District Plan Submissions due by 6/30/2016

Schoolwide Program Submissions due by 12/31/2016  
Targeted Assistance Program Submissions due by 6/30/2016

**Plans that have been created will show under the Created Section. Plans that are still available to be created are located in the Available Section. IF THE SECTION IS NOT LISTED, IT IS A PERMISSION ISSUE.**

[Click to Return to Menu List / Sign Out](#)  
[Click for Instructions](#)

Create

### 3. REMINDERS:

- a. Only Building Principals have access to create the school sections unless someone else has been given access by the Superintendent or Business Manager using the User Maintenance feature to setup up access within the district.

If this is not how the district/school want this to be handled, please contact Cody Stoesser: [cody.stoesser@state.sd.us](mailto:cody.stoesser@state.sd.us).

- b. Users MUST select the correct type of Title I program. The system will list ALL available schools under both types of programs. Please see this list if unsure: <http://doe.sd.gov/title/documents/1718TitleI.pdf>.

- c. ONCE A SECTION IS CREATED IT WILL NO LONGER BE LISTED UNDER AVAILABLE. IT WILL BE UNDER CREATED.

The screenshot displays a software interface with two main sections: 'Created' and 'Available'. The 'Created' section is highlighted with a red border and contains a list of application types: Central Data, Consolidated Plan, Formula Grant, Discretionary Grant, Competitive Grant, Maintenance of Effort, Continuation Grant, and Non Funded. Each type has a status message indicating no applications are currently created. A table under 'Consolidated Plan' shows a 'Targeted Assistance Program' with a chevron icon and a 'Here' arrow pointing to it. The 'Available' section is also highlighted with a red border and contains the same list of application types, with status messages indicating no applications are currently available. A 'Project Titles' dropdown menu is open, showing 'Select Project' and a list of school names. A 'NOT Here' arrow points to the 'Project Titles' dropdown. A large text box on the right explains that once a section is created, it will no longer be listed under 'Available'. A 'Create' button is visible at the bottom right.

Created

Central Data  
There currently aren't any Central Data applications created.

Consolidated Plan

Application Name	Division	Status
Targeted Assistance Program		
0003-Buchanan Elementary		

Formula Grant  
There currently aren't any Formula Grant applications created.

Discretionary Grant  
There currently aren't any Discretionary Grant applications created.

Competitive Grant  
There currently aren't any Competitive Grant applications created.

Maintenance of Effort  
There currently aren't any Maintenance of Effort applications created.

Continuation Grant  
There currently aren't any Continuation Grant applications created.

Non Funded  
There currently aren't any Non Funded applications created.

Available

Central Data  
There currently aren't any Central Data applications available.

Consolidated Plan

- Schoolwide Program
- Targeted Assistance Program

Project Titles: Select Project

- Select Project
- 0002- Middle School
- 0004-Ken Elementary

Formula Grant  
There currently aren't any Formula Grant applications available.

Discretionary Grant

NOT Here

Here

Once created, a section will be listed under the Created section the next time a user accesses the GMS. Users will have to click on the chevron (arrow) next to the program type to get the list of created sections.

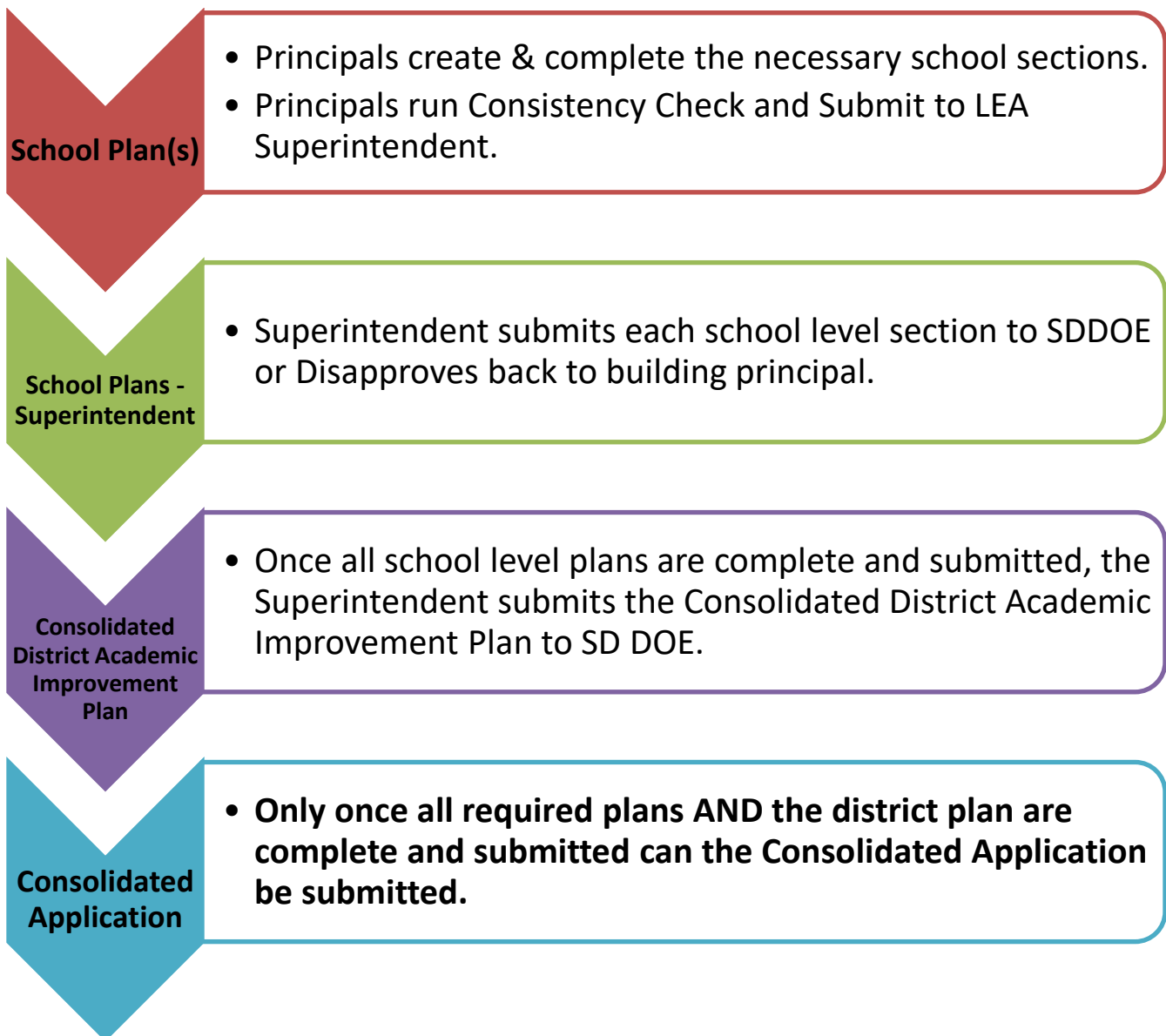
It will no longer be listed under Available.

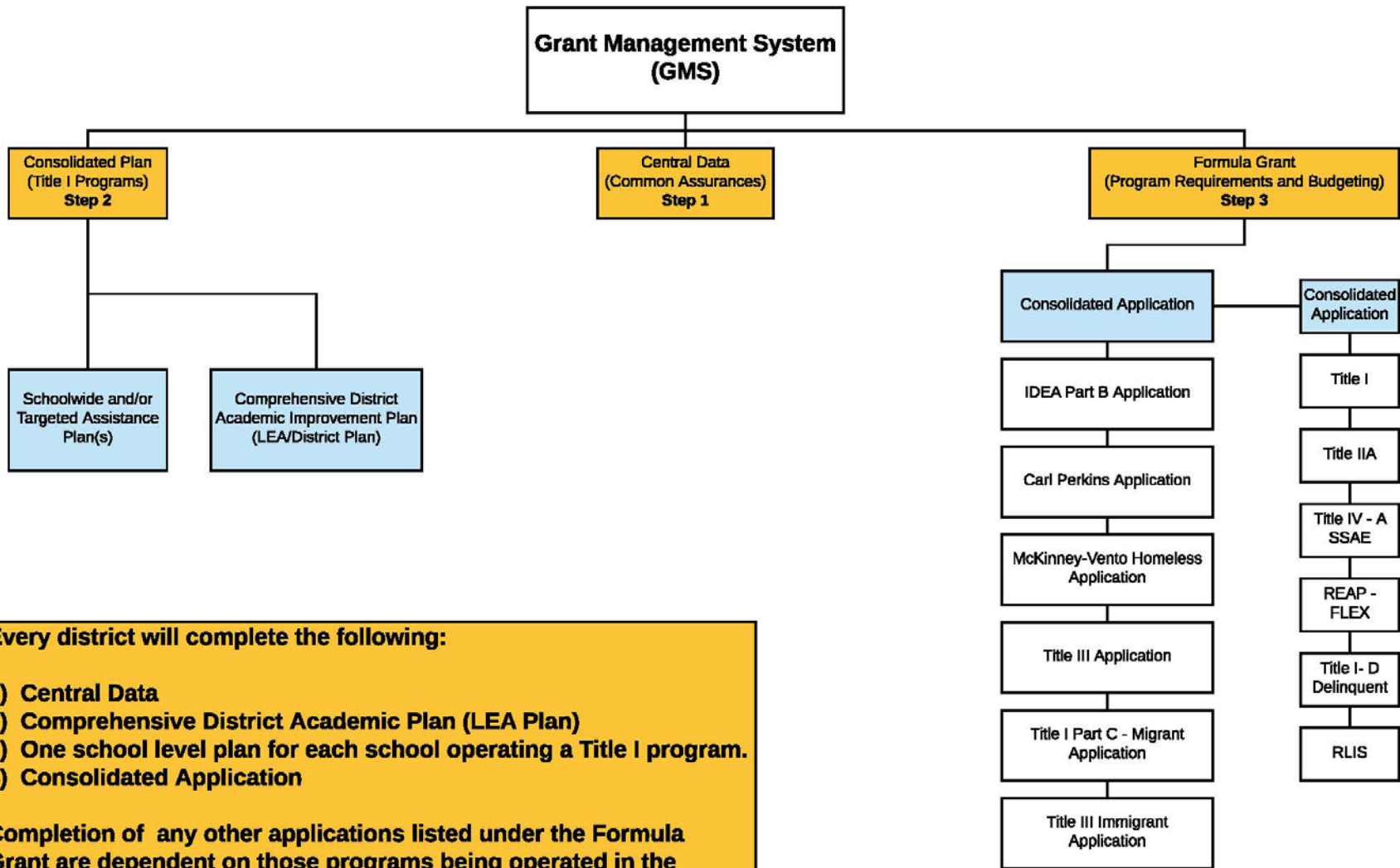
Create

# Understanding the Process

All districts accepting federal funds will complete the Comprehensive District Academic Improvement Section, along with school sections for any schools operating a Title I program.

**These sections must be completed and submitted before the rest of the application may be submitted for approval.**





**Every district will complete the following:**

- 1) Central Data
- 2) Comprehensive District Academic Plan (LEA Plan)
- 3) One school level plan for each school operating a Title I program.
- 4) Consolidated Application

**Completion of any other applications listed under the Formula Grant are dependent on those programs being operated in the district.**

# Working in the GMS

## Tab Environment

The GMS is setup like a binder with tabs for each section. On each tab, there may or may not be other tabs that will have information that needs to be entered or places where documents need to be uploaded.

**Users should click on each tab to ensure all information is entered. There are several updated tabs.**

<b>Applicant:</b> 52-001				<b>Grant P</b>
<b>Application:</b> 2017-2018 Comprehensive District Academic Improvement Plan - 00-				
<b>Cycle:</b> Original Application				
Overview	Contact Information	Comprehensive Plan		Title I Program Type
Comprehensive_Needs Assessment Overview	Federal Program Integration-Coordination			Professional Development

The tab that is white indicates the active tab. For example, in this screen shot, the user is under the Comprehensive Needs Assessment Overview Tab, under the Comprehensive Plan Tab,

## Changes in the Comprehensive District Academic Improvement Plan for 2018-2019:

- Change in CNA description
- Updated links for information and documents
- Rollover answers on most Tabs
- LEA Plan upload Tab change
- New Assurance Tab

## Completing the Sections

### Comprehensive District Academic Improvement Plan

All districts must complete this section along with the appropriate Title I school sections, prior to submitting the Consolidated Application.

The questions in this section, along with the uploaded LEA and Professional Development Plans, will enable the LEA to have an approved application as required under Section 1112 (a)(1)(A). **Most of the work in this section will be done under the Comprehensive Plan Tab. Information must also be provided under the Consultation and Team Members Tab and the LEA Plan Upload Tab.** The Title I Program Tab allows the Superintendent to see which school level plans have been submitted to SD DOE, which will show when the District section may be submitted.

When answering the questions in this section, districts must answer with district level data that **includes all schools in the district**, not just those receiving Title funding. The Comprehensive Needs Assessment (CNA) should be conducted at the district level, with any data point that affects what goes on in the district being considered. The answers from last year are available for districts to copy and paste on most questions.

Also included in this section is a Professional Development Document. All districts will use this to document professional development in the district, at all schools as indicated by need in the CNA. Please download the document, complete, save with the district name in the file name and upload in to the GMS.

The screenshot displays the GMS application interface. At the top, a navigation bar contains tabs for Overview, Contact Information, Comprehensive Plan (highlighted), Consultation and Team Members, LEA Plan Upload, Title I Program Type (highlighted), Assurances, Submit, Amendment Description, Application History, Page Lock Control, and Application Print. Below the navigation bar, a sub-menu shows Comprehensive Needs Assessment Overview, LEA Federal Program Integration-Coordination, Professional Development (highlighted), English Learners - All LEAs complete, and Migrant Education - All LEAs Complete. The main content area is titled "Professional Development" and includes a link to download the PD template: "Click here to download the PD template--> SD Professional Development Template". Below this, instructions state: "Instructions: Be sure to include the District name as part of the document name when ready to upload." A file upload section prompts the user to "Upload the completed Professional Development document:" with a "Choose File" button, "No file chosen" text, and an "Upload" button. A message below the upload area states "No files are currently uploaded for this page." with a "Delete Selected Files" button. At the bottom, a "Save Page" button is visible.

## The LEA Plan will be uploaded via the LEA Plan Upload Tab.

LEAs must upload a copy of the current LEA plan annually. If there were no changes to the document, the LEA will answer "No" on the Upload Tab, upload the document, and save the page. If there were changes to the LEA Plan from last year, the LEA will answer "Yes" and detail which questions were changed or updated in the box that opens up. If the LEA needs a new copy of the plan, it can be downloaded from this tab as well.

Application: 2018-2019 Comprehensive District Academic Improvement Plan - 00- Original Application Grant Period 7/1/2018 - 6/30/2019 [Printer-Friendl](#)  
[Click to Return to GMS Access/Select Page](#)  
[Click to Return to Menu List / Sign Ou](#)

Overview	Contact Information	Comprehensive Plan	Consultation and Team Members	LEA Plan Upload	Title I Program Type	Assurances	Submit	Amendment Description	Application History	Page Lock Control	Application Print
----------	---------------------	--------------------	-------------------------------	-----------------	----------------------	------------	--------	-----------------------	---------------------	-------------------	-------------------

### LEA Plan Upload

Section 1112 Local Educational Agency Plans [Click here to download a blank LEA template.](#)

A local educational agency may receive a subgrant under this part for any fiscal year only if such agency has on file with the State educational agency a plan, approved by the State educational agency.

Each local educational agency plan shall be filed according to a schedule established by the State educational agency. The State educational agency shall approve a local educational agency's plan only if the State educational agency determines that the local educational agency's plan provides that schools served under this part substantially help children meet the challenging State academic standards and meets the requirements of this section.

Were any changes made to the LEA Plan?  Yes  No

Please list which questions were changed or updated in the box below. (0 of 2000 maximum characters used)

# NEW

Upload the completed LEA Plan

No file chosen

No files are currently uploaded for this page.

## Assurance Tab \*\*\*\*\*NEW

Application: 2018-2019 Comprehensive District Academic Improvement Plan - 00- Original Application Grant Period 7/1/2018 - 6/30/2019

Overview	Contact Information	Comprehensive Plan	Consultation and Team Members	LEA Plan Upload	Title I Program Type	Assurances	Submit
----------	---------------------	--------------------	-------------------------------	-----------------	----------------------	------------	--------

### Assurances

The LEA assures that the 2018-2019 LEA Plan has been reviewed and revised as necessary.

The assurances were fully agreed to on this date:

These assurances have been agreed to by:

**NEW**  
To enter date and name, click  
Legal Entity Agrees Button

For questions and clarifications, please contact the district Title I Representative. For a listing of the questions in this section, please click here: [Comprehensive District Academic Improvement Plan](#).

## Schoolwide Program Section

The Schoolwide (SW) section of the GMS requires a school to upload its SW plan on an annual basis. There are assurances that must be agreed to and a brief SW narrative section on the first tab. The professional development and Parent & Family Engagement tab did not change. The plan upload has been moved to a separate tab.

<b>Application Cycle:</b> 2018-2019 Schoolwide Program - A0-0005-Brentwood Colony Elementary Original Application		<b>Grant Period</b> 7/1/2018 - 6/30/2019		<a href="#">Printer-Friend</a>			
<a href="#">Click to Return to GMS Access/Select Page</a>		<a href="#">Click to Return to Menu List / Sign Out</a>					
School Contact	Schoolwide Program	Schoolwide Plan Upload	Submit	Amendment Description	Application History	Page_Lock Control	Application Print
Schoolwide Plan Assurances and Narrative		Professional Development		Parent and Family Engagement			

**Schoolwide Assurances and Narrative**

**Assurances:**

By checking this box, the applicant hereby certifies that he or she assures that the Schoolwide Plan is implemented according to the Elementary and Secondary Education Act (ESEA) ESSA of 1964, reauthorized as the Every Student Succeeds Act (ESSA) in 2015, and that he or she has read, understood and will comply with the following items:

- The Schoolwide plan has been completed and uploaded.
- The schoolwide plan is regularly monitored and revised as necessary based on student needs with the involvement of parents, community, and staff, and to the extent feasible, tribes and tribal organizations present in the community. [Section 1114 (b)(2) & (3)]
- The plan is available to the local educational agency, parents, and the public, and the information contained in such plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. [Section 1114 (b)(4)]
- The plan was developed in coordination and integration with other Federal, State, and local services, resources, and programs, such as programs supported under this Act, violence prevention programs, nutrition programs, housing programs, Head Start programs, adult education programs, career and technical education programs, and schools implementing comprehensive support and improvement activities or targeted support and improvement activities under section 1111(d). [Section 1114 (b)(5)]
- The plan is based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the local educational agency. [Section 1114 (b)(6)]
- The school assures that all paraprofessionals are state qualified and work under the supervision of qualified teachers to support instruction.

The SW narrative request has changed to ask for the position(s) being funded, rather than the FTE percentage.

### Schoolwide Narrative

Briefly describe how federal dollars are used to support the Schoolwide Program. If funding is used for staffing, include the position. For example: 1 third grade teacher, 1 art teacher, 1 4th grade teacher and 3 reading intervention teachers.

(0 of 2000 maximum characters used)

If there are paraprofessionals in the school, describe how they are utilized.

(0 of 1000 maximum characters used)

Briefly describe additional support available to students who are not making the expected progress.

(0 of 2000 maximum characters used)

Save Page

On the Schoolwide Plan Upload tab, schools will indicate if any changes were made to the plan. If any were made, list which questions were changed, upload the documents and save the page. If there were not any changes, indicate "No", upload the plan, and save the page.

School Contact	Schoolwide Program	Schoolwide Plan Upload	Submit	Amendment Description	Application History
<b>Schoolwide Plan Upload</b>					
Click here to download a SW Plan template --> <a href="#">SW Plan Template</a>					
Were any changes made to the Schoolwide Plan? <input checked="" type="radio"/> Yes <input type="radio"/> No					
Please list which questions were changed or updated in the box below. (0 of 2000 maximum characters used)					
<div style="border: 1px solid black; height: 60px;"></div>					
<b>Upload the Schoolwide Plan</b>					
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>					
No files are currently uploaded for this page.					
<input type="button" value="Save Page"/> <input type="button" value="Delete Selected Files"/>					

For a listing of the questions in this section, please click here: [Schoolwide Planning Section Questions](#).

## Targeted Assistance Program Section

The Targeted Assistance Section has changed very little from last year. There are a few changes under Parent and Family Engagement so be sure to read the sections carefully.

<b>Applicant:</b> 06-001					Targeted Assistance Program ▼			
<b>Application:</b> 2017-2018 Targeted Assistance Program - A0-0005-C.C. Lee Elementary					Printer-Friendly			
<b>Cycle:</b> Original Application					Click to Return to Organization Select			
				Grant Period 7/1/2017 - 6/30/2018			Click to Return to GMS Access/Select Page	
							Click to Return to Menu List / Sign Out	
Targeted Assistance Program Overview	Targeted Assistance Program Contact	Targeted Assistance	Submit	Amendment Description	Application History	Page_Lock Control	Application Print	
Targeted Assistance Program Narrative		Professional Development		Parent and Family Engagement				

Please note that while the federal term of “highly qualified” has been removed from the new version of the law, nothing has changed as far as required state certification requirements and any staff working in a TA program must still be qualified and certified by the State of South Dakota in the area being taught.

For a listing of the questions in this section, please click here: [Targeted Assistance Planning Section Questions](#).

## Submission of Planning Sections

Once the Consistency Check is run, Principals will click Submit for Review

**Applicant:** 03-001  
**Application:** 2016-2017 Schoolwide Program - A1-0001-Bennett County High School  
**Cycle:** Original Application

2016-2017 2/10/2016 - 6/30/2017

Schoolwide Program

Printer-Friendly  
Click to Return to GMS Access/Select Page  
Click to Return to Menu List / Sign Out

SWContact | Schoolwide Program | **Submit** | Amendment Description | Application History | Page\_Lock Control | Application Print

Submit [Instructions](#)

Emma Watson ran the consistency check process which locked the application on 2/16/2016 at 3:59 PM.

Lock Application | Unlock Application

Consistency Check was run on: 2/16/2016

LEA Data Entry  
LEA Administrator  
Final Review

**Submit for Review** ← Click Submit for Review

Once the school sections are run, the Superintendent will either Submit to SDDOE or Disapprove.

**Applicant:** 03-001  
**Application:** 2016-2017 Schoolwide Program - A1-0001- County High School  
**Cycle:** Original Application

2016-2017 2/10/2016 - 6/30/2017

Schoolwide Program

Printer-Friendly  
Click to Return to GMS Access/Select Page  
Click to Return to Menu List / Sign Out

SWContact | Schoolwide Program | **Submit** | Amendment Description | Application History | Page\_Lock Control | Application Print

Submit [Instructions](#)

**The application has been submitted to LEA Superintendent.  
The application has been locked by Emma Watson on 2/16/2016 at 4:54 PM.**

Lock Application | Unlock Application

Consistency Check was run on: 2/16/2016  
LEA Data Entry submitted the application for review on: 2/16/2016

LEA Administrator  
Final Review

**Submit to SDDOE** | **Disapprove**

Click to Return to Menu List / Sign Out

**GMS Access Select**

001 [Click for Instructions](#)

Select Fiscal Year: 2017 [Click to view Funding Summary](#)

---

**Created**

**Central Data**  
There currently aren't any Central Data applications created.

**Consolidated Plan**

Application Name	Revision	Status	Date	Actions			
Comprehensive District Academic Improvement Plan ▶ Schoolwide Program	Original Application ▼	Returned for Changes	2/16/2016	Open	Amend	Review Summary	Delete Application
0001- County High School	Original Application ▼	Returned by LEA Superintendent	2/16/2016	Open	Amend	Review Summary	Delete Application
0006- County Jr. High	Original Application ▼	Submitted to LEA Superintendent	2/16/2016	Open	Amend	Review Summary	Delete Application
0003- Elementary	Original Application ▼	Submitted to LEA Superintendent	2/16/2016	Open	Amend	Review Summary	Delete Application

**Formula Grant**  
There currently aren't any Formula Grant applications created.

**Discretionary Grant**  
There currently aren't any Discretionary Grant applications created.

**Competitive Grant**  
There currently aren't any Competitive Grant applications created.

**Maintenance of Effort**  
There currently aren't any Maintenance of Effort applications created.

**Continuation Grant**  
There currently aren't any Continuation Grant applications created.

**Non Funded**  
There currently aren't any Non Funded applications created.

---

**Available**

**Central Data**  
There currently aren't any Central Data applications available.

**Consolidated Plan**

- ▶ Schoolwide Program Submissions due by 6/30/2017
- ▶ Targeted Assistance Program Submissions due by 6/30/2017

**Formula Grant**

If sections cannot be submitted, please check the following:

1. The Consistency Check has been run and the school section has been submitted to the LEA Superintendent.
2. The LEA Superintendent has submitted each school level plan to SDDOE.
3. Once all school level plans are submitted, the Consistency Check on the district section must be run prior to submitting the plan.

Please contact the District Title I Representative if there are issues while submitting.

## Deleting Applications in the GMS

If a section is created for a school that does not run a Title program or the LEA decides to not run a program after the section has been started, the section must be deleted. This is done by clicking the Delete Application Button on the GMS Access Select Page.

Schoolwide Program					
0002- Elementary	Original Application ▾	Not Submitted	Open	Review Summary	Delete Application
0004- Middle School	Original Application ▾	Not Submitted	Open	Review Summary	Delete Application
0001- High School	Original Application ▾	Not Submitted	Open	Review Summary	Delete Application
0013- Elementary	Original Application ▾	Not Submitted	Open	Review Summary	Delete Application

## Issues

### Timing out of the system

The system does not recognize that a user is working in the system unless the save button on a tab is clicked. Even if you are typing, you can be timed out and lose your information. Save often. Most of the errors from last year's system have been changed to warnings or removed. This requires more diligence on the user's part as blank tabs can now be submitted accidentally.

### Printing

The printing process in the GMS is multi-stepped. Each section must be printed individually and it takes at least 15 minutes to run a print job for each one requested. In each section is an Application Print tab. On that tab, users must:

TAPrinContact	Targeted Assistance	Submit	Amendment Description	Application History	Page_Lock Control	Application Print
---------------	---------------------	--------	-----------------------	---------------------	-------------------	-------------------

Selectable Application Print

[Instructions](#)

The application print process is run approximately every 15 minutes. Check back later to find the completed .pdf document.

**Request Print Job**

- Targeted Assistance Program
  - TAPrinContact
  - Targeted Assistance
  - Submit
  - Amendment Description
  - Application History
  - Page\_Lock Control
  - Application Print

**Click on the box in front of the Program and then check the boxes of the pages wanted in the print job.**

**Click Request Print. After 15 minutes, it should show under Completed Print Jobs. Double click on the file to open and print.**

**Request Print**

**Requested Print Jobs**

Requested by [redacted] on 2/25/2016 2:27:01 PM

**Completed Print Jobs**

# Appendix

## Comprehensive District Academic Improvement Questions

### Comprehensive Plan

COMPREHENSIVE NEEDS ASSESSMENT - A current comprehensive needs assessment, utilizing sources of data that examine Effective Leadership, Curriculum and Instruction, Talent Development, and Family, Culture and Climate in the district and schools must be completed. All sub groups must be addressed to show how the district will or does address the needs of these students. Results of the comprehensive needs assessment are utilized to drive instruction and make funding decisions. The results should drive most decisions in the district.

Questions:

1. Explain the data analysis process used by the district to set goals, determine staffing needs, and ensure that all subgroups represented in the district are making adequate progress.  
([count] of 4000 maximum characters used)
2. Summarize the strengths and needs of the district as well as the conclusions reached during the needs assessment process. **If your district is under 1000 students, include how the district determined which schools would be served and how much funding they should receive.** ([count] of 5000 maximum characters used)
3. How does the district ensure the process takes in to account potential groups such as homeless students, students in Foster care, Migrant students and ELL students?  
([count] of 2000 maximum characters used)
4. Indicate the reasons why the district met or failed to meet goals.([count] of 2000 maximum characters used)

### LEA Federal Program Integration-Coordination

#### Summary

Summarize how the district coordinates and integrates services for ELP, SPED, migrant and homeless students, as well as students in the Foster Care system, with Title programs in the district.

([count] of 4000 maximum characters used)

Summarize the District's Coordination with Head Start programs, along with local preschools and/or daycares. Please see the links included on this Tab for information about the required MOU, activities, and service areas for Regional Head Starts. NOTE: The district will be required to provide evidence of MOU(s) during an onsite or desk review of the Title I programs.

([count] of 3000 maximum characters used)

## Professional Development

Click here to download the PD template--> SD Professional Development Document  
**Instructions: Be sure to include the District name as part of the document name when ready to upload.**

Upload the completed Professional Development document:

2016-2017 Professional Development Documentation-20160119040457-200.docx

Be sure to include District Name as part of the file name when saving.

## English Learners – All LEAs complete

If the answer is NO:

**EL Information**

1.  Yes  No Does the LEA have any EL (English Learner) students identified in the district?

Check to confirm that as of the date of submission, the LEA has no identified English learners. If an English learner is identified prior to the submission of next year's plan, the LEA will take steps to ensure proper identification, assessment, and service provision.

If the answer is YES:

1.  Yes  No Does the LEA have any EL (English Learner) students identified in the district?

By checking this box, the LEA assures that:

- 100% of LEP students are correctly identified and included in the annual English Language Proficiency Assessment each year until reaching proficiency.
- The Home Language Survey will be administered only to students enrolling in South Dakota for the first time; the original HLS is obtained for a student transferring from another South Dakota school.
- The district will maintain a copy of every student's HLS, including students whose HLS indicates English only.
- The district will administer the English proficiency screener (KW-APT, K-MODEL, WIDA Screener) to new students whose HLS indicates a language other than English for any of the 4 questions or obtain the previous annual WIDA ACCESS for ELL 2.0 results for students previously identified as an English learner by another South Dakota school.
- The district will notify parents of students' English Learner status annually via the Parent Notification Letter.
- The district will develop a Language Acquisition Plan for each Identified English Learner.
- The district will provide core EL program services.
- The district will administer the WIDA ACCESS for ELLs 2.0 English Language Proficiency assessment annually to 100% of English learners.
- The district will maintain a local system of monitoring former EL students for the mandated two-year monitoring period.

Describe the LEA's Core ESL program. The plan must include the method for identification and placement of EL students, the staff, materials and facilities identified to be used in the core English language instruction program and methods and procedures the LEA will use to measure the effectiveness of the program. The Core ESL program should be paid with state and local funds. LEAs may not use Title I or Title III funds to pay for the core program.  
(0 of 2000 maximum characters used)

What is the funding source for your EL program? (0 of 2000 maximum characters used)

Check to confirm the LEA has an EL/ Lau Plan.

# Migrant Education

## Migrant Education

### Migrant

Yes  No Has the district identified any migrant students in either Title I Part A schools or non-Title I Part A schools during the previous year?

Has the school district completed a certificate of eligibility for each identified migrant student?

Has the district provided free school meals to identified and eligible migrant students during the previous school year?

Save Page

## Consultation and Team Members

### Consultation

Under ESEA, Section 1112 (a)(1)(A), a LEA receiving funds under this part must have an approved plan on file with the state. This plan must be developed with timely and meaningful consultation with teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, administrators (including administrators of programs described in other parts of this title), other appropriate school personnel, and with parents of children in schools served under this part.

In the box below please describe how the LEA Plan was developed and how the stakeholders mentioned above are included in the process. (0 of 2500 maximum characters used)

### Consultation Team Members

Teacher	<input type="text"/>
Administrator	<input type="text"/>
Parent	<input type="text"/>

Additional Team Member Names (If Applicable)	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Please use positions rather than names.  
For example:  
1st grade teacher, 3rd grade parent,  
community business representative, all staff,  
one teacher representative from each grade  
level, etc.

Save Page

# LEA Plan Upload

Application: 2018-2019 Comprehensive District Academic Improvement Plan - 00-  
 Cycle: Original Application Grant Period 7/1/2018 - 6/30/2019 Printer-Friend  
 Click to Return to CMS Access/Select Page  
 Click to Return to Menu List / Sign Out

Overview | Contact Information | Comprehensive Plan | Consultation and Team Members | **LEA Plan Upload** | Title I Program Type | Assurances | Submit | Amendment Description | Application History | Page Lock Control | Application Print

### LEA Plan Upload

Section 1112 Local Educational Agency Plans [Click here to download a blank LEA template.](#)

A local educational agency may receive a subgrant under this part for any fiscal year only if such agency has on file with the State educational agency a plan, approved by the State educational agency. Each local educational agency plan shall be filed according to a schedule established by the State educational agency. The State educational agency shall approve a local educational agency's plan only if the State educational agency determines that the local educational agency's plan provides that schools served under this part substantially help children meet the challenging State academic standards and meets the requirements of this section.

Were any changes made to the LEA Plan?  Yes  No

Please list which questions were changed or updated in the box below. (0 of 2000 maximum characters used)

NEW

Upload the completed LEA Plan

Choose File No file chosen Upload

No files are currently uploaded for this page.

[Save Page](#) [Delete Selected Files](#)

## Title I Program Type

This Tab tracks the submission of each school section. Once all plans are submitted, District Superintendent may submit the CDAP if the rest of the narrative is complete.

Overview | Contact Information | Comprehensive Plan | Consultation and Team Members | **Title I Program Type** | Submit | Amendment Description | Application History | Page Lock Control | Application Print

Site Plan Information Instructions

Site Names	Grade Span	Plan Type	Last Plan Submitted Date
0001- High School	09-12	<input type="radio"/> SWP <input type="radio"/> TA <input checked="" type="radio"/> NS <input type="radio"/> NA	N/A
0002- Middle School	06-08	<input type="radio"/> SWP <input type="radio"/> TA <input checked="" type="radio"/> NS <input type="radio"/> NA	N/A
0004- Elementary	KG-08	<input type="radio"/> SWP <input type="radio"/> TA <input checked="" type="radio"/> NS <input type="radio"/> NA	N/A
0005- Elem	KG-08	<input checked="" type="radio"/> SWP <input type="radio"/> TA <input type="radio"/> NS <input type="radio"/> NA	
0006- Elementary	PK-05	<input checked="" type="radio"/> SWP <input type="radio"/> TA <input type="radio"/> NS <input type="radio"/> NA	
0007- Alternative High School	09-12	<input type="radio"/> SWP <input type="radio"/> TA <input checked="" type="radio"/> NS <input type="radio"/> NA	N/A

[Save Page](#)

## Assurances - \*\*\*\*\*New

Application: 2018-2019 Comprehensive District Academic Improvement Plan - 00-  
 Cycle: Original Application Grant Period 7/1/2018 - 6/30/2019

Overview | Contact Information | Comprehensive Plan | Consultation and Team Members | LEA Plan Upload | Title I Program Type | **Assurances** | Submit

### Assurances

The LEA assures that the 2018-2019 LEA Plan has been reviewed and revised as necessary.

The assurances were fully agreed to on this date:

These assurances have been agreed to by:

NEW

To enter date and name, click  
Legal Entity Agrees Button

[Legal Entity Agrees](#)

# Submit Tab

Overview	Contact Information	Comprehensive Plan	Consultation and Team Members	Title I Program Type	Submit	Amendment Description	Application History	Page_Lock Control	Application Print
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**Submit** [Click for Instructions](#)

**The Consistency Check must be successfully processed before you can submit your application.**

[Consistency Check](#)   [Lock Application](#)   [Unlock Application](#)

LEA Data Entry  
LEA Administrator  
Final Review

## Schoolwide Section Questions

### Schoolwide Program:

#### Schoolwide Plan and Assurances

##### Assurances:

By checking this box, the applicant hereby certifies that he or she assures that the Schoolwide Plan is implemented according to the Elementary and Secondary Education Act (ESEA) ESSA of 1964, reauthorized as the Every Student Succeeds Act (ESSA) in 2015, and that he or she has read, understood and will comply with the following items:

1. The Schoolwide plan has been completed and uploaded.
2. The schoolwide plan is regularly monitored and revised as necessary based on student needs with the involvement of parents, community, and staff, and to the extent feasible, tribes and tribal organizations present in the community. [Section 1114 (b)(2) & (3)]
3. The plan is available to the local educational agency, parents, and the public, and the information contained in such plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. [Section 1114 (b)(4)]
4. The plan was developed in coordination and integration with other Federal, State, and local services, resources, and programs, such as programs supported under this Act, violence prevention programs, nutrition programs, housing programs, Head Start programs, adult education programs, career and technical education programs, and schools implementing comprehensive support and improvement activities or targeted support and improvement activities under section 1111(d). [Section 1114 (b)(5)]
5. The plan is based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the local educational agency. [Section 1114 (b)(6)]
6. The school assures that all paraprofessionals are state qualified and work under the supervision of qualified teachers to support instruction.

#### Schoolwide Narrative

Briefly describe how federal dollars are used to support the Schoolwide Program. If funding is used for staffing, include the position. For example: 1 third grade teacher, 1 art teacher, 1 4th grade teacher and 3 reading intervention teachers.

(0 of 2000 maximum characters used)

If there are paraprofessionals in the school, describe how they are utilized.

Briefly describe additional support available to students who are not making the expected progress.

## **Professional Development**

PROFESSIONAL DEVELOPMENT - Under Section 1114(b)(7)(A), schools operating schoolwide programs must implement strategies that address school needs as determined by a Comprehensive Needs Assessment (CNA).

If the CNA determines that Professional Development is one of those areas, Section 1114(b)(7)(A)(iii)(IV), allows schools to address the needs of all children in the school through professional development and other activities for teachers, paraprofessionals, and other school personnel to improve instruction and use of data from academic assessments, and to recruit and retain effective teachers, particularly in high need subjects.

Describe the school level Professional Development as it supports the needs of the students.  
(0 of 2000 maximum characters used)

## **Parent and Family Engagement**

The school assures:

It will provide activities/strategies to increase parent and family engagement.

A school level Parent and Family Engagement Policy is annually reviewed and revised with parent input.

The school level Parent and Family Engagement Policy is distributed to parents.

The Parent/School Compact is distributed.

An annual meeting is held to inform parents of their school's participation in Title I, requirements of the program, and how to become involved in the program.

Briefly describe what family and community engagement looks like in the school.

What Professional Development does the school provide to build the capacity of staff to build family partnerships? ([count] of 2000 maximum characters used)

## Targeted Assistance Program Section Questions

### School Narrative

1. Describe the Title I Targeted Assistance program and how the program coordinates with and supports the regular education program. Include the number and FTE of Title I staff (Teachers and paraprofessionals), how students are identified and how services are provided to selected students. Include what strategies are in place to increase the involvement of parents according to Section 1116. ([count] of 5000 maximum characters used)
2. All teachers in the Title I program are state certified in the applicable subject area.  
Yes/No  
If No, describe the steps being taken to ensure staff is state certified.
3. The school assures paraprofessionals work under the supervision of certified teachers to support instruction. Yes/No/Not Applicable

Explain how paraprofessionals are utilized if they are not working under a certified teacher. (0 of 1000 maximum characters used)

4. Briefly describe additional support available to students who are not making the expected progress. ([count] of 2000 maximum characters used)

The school assures the LEA that the school will:

1. help provide an accelerated, high-quality curriculum;
2. minimize the removal of children from the regular classroom during regular school hours for instruction provided under Title I;
3. on an ongoing basis, review the progress of eligible children and revise the targeted assistance program, if necessary, to provide additional assistance to enable such children to meet the challenging State academic standards.

### Professional Development

PROFESSIONAL DEVELOPMENT - Under Section 1115 (b)(2)(D), a school is required to serve participating students by providing professional development with resources provided under this part, and, to the extent practicable, from other sources, to teachers, principals, other school leaders, paraprofessionals, and, if appropriate, specialized instructional support personnel, and other school personnel who work with eligible children in programs under this section or in the regular education program.

Describe how the school determines what professional development will be provided, how the effectiveness of the professional development will be measured, and how the professional development will impact students.

(0 of 2000 maximum characters used)

## Parent and Family Engagement:

The school assures:

It will provide activities/strategies to increase parent and family engagement.

A school level Parent and Family Engagement Policy is annually reviewed and revised with parent input.

The school level Parent and Family Engagement Policy is distributed to parents.

The Parent/School Compact is distributed.

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Briefly describe what family and community engagement looks like in the school.

What Professional Development does the school provide to build the capacity of staff to build family partnerships? ([count] of 2000 maximum characters used)