



# GRA 101 – What to know!

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# Grant Reimbursement Application (GRA)



IDAHO Grant Reimbursement

Home | Select Recipient | Grants | Documentation ▾

Logged in As: [User Name]

## Welcome to Grant Reimbursement

### At A Glance

This application is designed to help educational entities request reimbursements for allowable costs involving federal flow through grants.

If you have questions on using the application or are encountering errors while using it, please contact the GRA Administrator at [GraAdministrators@sde.idaho.gov](mailto:GraAdministrators@sde.idaho.gov). Any questions regarding specific grants, their funding, and requirements should be directed to that grant's coordinator.

**Anyone suspecting fraud, waste or abuse involving Department of Education funds or programs should call (1-800-MIS-USED) or write ([oig.hotline@ed.gov](mailto:oig.hotline@ed.gov)) the Inspector General's Hotline.**

### DUNS/UEI Transition Resources

The Federal Government will transition from the use of the DUNS Number to the new Unique Entity Identifier (UEI) as the primary means of entity identification for Federal awards government-wide effective April 4, 2022.

- [Transitioning to the New UEI](#)
- [UEI Webinar Slides](#)
- [Unique Entity Identifier Transition Fact Sheet](#)



- <https://apps.sde.idaho.gov/GrantReimbursement>

# GRA User Guide



- [Link to User Guide](#)

The screenshot shows the IDAHO Grant Reimbursement website interface. The navigation menu includes: Home, Select Recipient, Grants, Documentation, Program Contacts, FAQs, User Manual, and SAM.gov Registration Guide. The 'User Manual' link is highlighted with a blue box. A blue arrow points from this box to a tilted image of the 'Grant Reimbursement Application (GRA)' cover page. The cover page features the title 'Grant Reimbursement Application (GRA)', the Idaho State Department of Education logo, and contact information: IDAHO STATE DEPARTMENT OF EDUCATION, ACCOUNTING DEPARTMENT, 650 W STATE STREET, SECOND FLOOR, BOISE, IDAHO 83702, 108 ESI 600 OFFICE, WWW.SOC.IDAHO.GOV, MAY 2015.

# Payment Schedule



- After review, approved GRA requests are sent to the SDE's Accounting Division where they are processed on a bi-monthly basis, and paid out on the 11th and 25th of each month.
- GRA requests that are submitted after 5pm on the 10th and 24th of each month will be reimbursed in the next two-week cycle.

*Note: Per Idaho code, 67-2302, payments may be delayed up to sixty (60) calendar days of receipt of billing.*

# General Guidelines



- Compliance: Requests must be for *allowable costs* and be in compliance for the respective grant, before payment can be processed. Direct questions regarding funding, requests, allowable costs or grant compliance to the SDE Program Coordinator.
- Contacts: Email questions regarding user access help, browser support or login credentials to [support@sde.idaho.gov](mailto:support@sde.idaho.gov). Email general system, administration, questions to [GraAdministrators@sde.idaho.gov](mailto:GraAdministrators@sde.idaho.gov).

# GRA ESEA Requests Are Reviewed With...



- All ESEA Title Program GRA requests are compared with the LEA's CFSGA, with exceptions for the following:
- For CSI (Comprehensive Support & Improvement) Up –requests are compared to the submitted SWIP(Schoolwide Improvement Plan Application) plan
- Title I-D Neglected & Delinquent –requests are compared to the submitted Title I-D application
- Title IX-A Subgrant –requests are compared to the submitted application

IDAHO STATE DEPARTMENT OF EDUCATION

Log Off MPerreira@edu.id

### Consolidated Federal and State Grant Application

At A Glance More Info

#### Consolidated Federal and State Grant Application

Welcome to the Consolidated Federal and State Grant Application (CFSGA). This is the District's application for federal and state funds for the following programs:

- Title I-A Improving Basic Programs
- Title I-C Education of Migratory Children
- Title II-A Supporting Effective Instruction
- Title III-A English Language Acquisition
- Title III-A Immigrant Education Program
- English Learner Program
- Title IV-A Student Support and Academic Enrichment
- Title V-A Funding Transferability
- Title V-B Rural Education Program

The application process includes completing a budget and a plan for the funds. The completed application(s) must be submitted by 6/30/2022. Budgets and plans will be reviewed by the respective program directors and coordinators by 7/31/2022. A notification will be sent to each district upon approval of all of the programs in the CFSGA. If there are any revisions required, they must be completed before a grant award letter is issued and money can be accessed in the Grant Reimbursement Application (GRA).

We appreciate the work and cooperation of each district in this process. Our directors and coordinators are willing to provide technical assistance to any district at any time. Contact information for each program can be found under the Contacts link in the menu to the left. A link to the Comment section is also located to the left for ISDE and district communication concerning the plan during the application and approval process as well as any necessary communication during the year.

Links

- Home
- SDE Contacts
- Public Reports
- Guidance, Instructions & Program Descriptions
- CFSGA Workshops

2022-2023

- Change Year
- Prior year (new window)

Admin Actions

- Select District
- Manage Calendar
- District Summary
- Admin Reports

# GRA IDEA Part B Requests Are Reviewed With...



All IDEA Part B Program GRA requests are compared with the LEA's IDEA Part B Application Budgets.



## Links

- Home
- IDEA Part B Funding Manual
- Application Instructions
- How to fix common IDEA errors
- Application Instruction Video
- Instructional Video Time Log

2022-2023

Change Year

### At A Glance

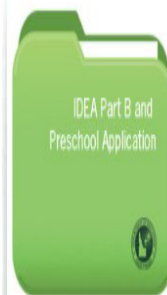
#### IDEA Part B and Preschool Application

Welcome to Idaho's IDEA Part B and Preschool Application. This is the school district and LEA application for flowthrough funding under the Individuals with Disabilities Education Act (IDEA), Part B, Section 611 and Section 619 (Preschool).

The application for IDEA Part B and Preschool flowthrough funds is open for submission. Applications may be submitted at any time until 6/15/2022. Applications submitted after that date will not be accepted. After submission of the application and approval by SDE, LEAs may retroactively fund allowable costs incurred after July 1 of the current year.

If you have questions about the application or filling out the forms, please contact the Idaho IDEA Administrator at [ideaAdministrators@sde.idaho.gov](mailto:ideaAdministrators@sde.idaho.gov).

If you are encountering errors while using the IDEA application, please contact the IT Help Desk at [support@sde.idaho.gov](mailto:support@sde.idaho.gov).



## Part B School Age Budgets

Prior Year Expenditures Budget Admin Review

### IDEA Part B School Age Budget for 2022-2023

Allocation Amount for 2022-2023		\$160,554	
Carryover Amount from 2021-2022		\$12,513	
Total Budget Amount		\$173,067	
IFARMS Obj. Code	Description	Amount Budgeted	Budget Narrative
521-100	Salaries - Teachers and Aides	\$111,399	2.32 FTE Certified Staff providing services for students on IEP's including Special Education teachers
521-200	Benefits - Teachers and Aides	\$43,379	Benefits for above staff.
521-300	Purchased Services	\$8,300	Purchased Services for Special Education teachers or students on IEP's.
521-400	Supplies	\$9,989	Supplies for students on IEP's.

# Reimbursement Information



- Reimbursements can only be requested once obligations have been paid.
- The expenditure start date should be the date of payment of the earliest invoice being reimbursed by this request.
- The expenditure end date should be the date of payment of the most recent invoice being reimbursed by this request.

Create Request

Manager: Lisa Pofelski Rosa  
Phone: 208-332-6916  
Email: [lpofelskirosa@sde.idaho.gov](mailto:lpofelskirosa@sde.idaho.gov)

ARP - IDEA Part B - School Age

Request for funds received by the 1st and the 15th of the month will be paid by the 11th and 25th

Award Number	Performance Period	Expend By	Available
H027X210088	7/1/2021 - 9/30/2023	12/29/2023	\$4,999.54
Pending Requests:			\$0.00
Total Available:			\$4,999.54

**Expenditure Period:** (All expenditures must be obligated before the end of the awards performance period)

Start Date  - End Date

**Obligation Period:** (Optional)

Obligation Start Date  - Obligation End Date

Allowed Expense Categories	Amount
Salaries/Benefits	<input type="text"/>
Purchased Services (not including Professional Development)	<input type="text"/>
Supplies/Materials	<input type="text"/>
Capital Objects	<input type="text"/>



# Report Examples



IDEA Part B

On: 12/19/2022 8:21 AM

Request #: 98001  
 Expenditure Period: 12/1/2022 - 12/16/2022  
 Obligation Period: -

Expense Categories	Amount
Salaries/Benefits	\$7,638.58
Total:	\$7,638.58

Supporting Documentation:

Fund 257.pdf

Payments		
Award Number	Performance Period	Amount
H027A220088	7/1/2022 - 9/30/2024	\$7,638.58
Amount to be Paid:		\$7,638.58

ACCT # REFR#	DATE	ACCT NAME PO# VENDOR	BEG BALANCE AMOUNT	BUDGETED DESCRIPTION	MO-YR
257-521120-000		TEACHER AIDE SALARIES	9,269.98	38,573.00	
001538 J	12/16/22	000000 ***PAYROLL TRANSFER***	3,268.78	IDEA PART B AIDE - 122022	12-2022
		TOTAL MTD ACTIVITY	3,268.78*		
		TOTAL YTD ACTIVITY	12,538.76**	BALANCE 26,034.24	33%
257-521210-000		RETIRMENT	1,179.94	4,606.00	
001541 J	12/16/22	000000 IDAHO PUBLIC EMPLOYEE RETIREME	420.14	EMPLOYER PERSI - 122022	12-2022
		TOTAL MTD ACTIVITY	420.14*		
		TOTAL YTD ACTIVITY	1,600.08**	BALANCE 3,005.92	35%
257-521220-000		SOCIAL SECURITY	616.54	2,951.00	
001539 J	12/16/22	000000 WELLS FARGO BANK	197.03	EMPLOYER FICA - 122022	12-2022
001540 J	12/16/22	000000 WELLS FARGO BANK	46.09	EMPLOYER MEDICARE - 122022	12-2022
		TOTAL MTD ACTIVITY	243.12*		
		TOTAL YTD ACTIVITY	859.66**	BALANCE 2,091.34	29%
257-521240-000		IDEA PART B HEALTH INSURANCE	9,456.61	32,236.00	
049437 C	12/16/22	000000 OFFICE OF GROUP INSURANCE	3,706.54	OFFICE OF GROUP INS - 122022	12-2022
		TOTAL MTD ACTIVITY	3,706.54*		
		TOTAL YTD ACTIVITY	13,163.15**	BALANCE 19,072.85	41%
*RANGE TOTALS*	MTD ACT:	7,638.58	YTD ACT:	28,161.65	BAL: 50,204.35 PO: 0.00
*GRAND TOTALS*	MTD ACT:	7,638.58	YTD ACT:	28,161.65	BAL: 50,204.35 PO: 0.00

Draw down request amount and expenditure report amount match. In addition, the object code matches.

# Available Budget - Category



## Part B School Age Budgets

Prior Year Expenditures **Budget** Admin Review

### IDEA Part B School Age Budget for 2022-2023

Allocation Amount for 2022-2023		\$78,423	
Carryover Amount from 2021-2022		\$9,434	
Total Budget Amount		\$87,857	
IFARMS Obj. Code	Description	Amount Budgeted	Budget Narrative
521-100	Salaries - Teachers and Aides	\$48,064	Salaries for 4 Paraprofessionals at 80%
521-200	Benefits - Teachers and Aides	\$39,793	Benefits for 4 Paraprofessionals at 80%

GRA reviewer will look at your budget submitted to the SDE, and see if you have an appropriate budget category in the IDEA Part B application, or CFSGA, etc.

# Period of Performance



## Period of Performance of Federal Funds

- State-Administered Grants (*Grants that are received through the pass-through agency such as State Department of Education*)
- All obligations must occur on or between the beginning and ending dates of the grant project. 2 C.F.R. § 200.309. This period of time is known as the period of performance. 2 C.F.R. § 200.01. The period of performance is dictated by statute and will be indicated in the GAN. Further, certain grants have specific requirements for carryover funds that must be adhered to.

Create Request

Manager: Lisa Pofelski Rosa  
Phone: 208-332-6916  
Email: [lpofelskirosa@sde.idaho.gov](mailto:lpofelskirosa@sde.idaho.gov)

ARP - IDEA Part B - School Age

Request for funds received by the 1st and the 15th of the month will be paid by the 11th and 25th

Award Number	Performance Period	Expend By	Available
H027X210088	7/1/2021 - 9/30/2023	12/29/2023	\$4,999.54

Pending Requests: \$0.00  
Total Available: \$4,999.54

Expenditure Period: (All expenditures must be obligated before the end of the awards performance period)  
Start Date  - End Date

Obligation Period: (Optional)  
Obligation Start Date  - Obligation End Date

Allowed Expense Categories	Amount
Salaries/Benefits	<input type="text"/>
Purchased Services (not including Professional Development)	<input type="text"/>
Supplies/Materials	<input type="text"/>
Capital Objects	<input type="text"/>

# Obligation Period



When Obligations are Made: 34 C.F.R. § 75.707; 34 C.F.R. § 76.707.

Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period. The following table illustrates when funds are determined to be obligated under federal regulations:

If the obligation is for:	The obligation is made:
Acquisition of property	On the date which the LEA makes a binding written commitment to acquire the property
Personal services by an employee of the LEA	When the services are performed
Personal services by a contractor who is not an employee of the LEA	On the date which the LEA makes a binding written commitment to obtain the services
Public utility services	When the LEA receives the services
Travel	When the travel is taken
Rental of property	When the LEA uses the property
A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 CFR part 200, Subpart E- Cost Principles.	On the first day of the project period

Create Request x

ARP - IDEA Part B - School Age

Request for funds received by the 1st and the 15th of the month will be paid by the 11th and 25th

Award Number	Performance Period	Expend By	Available
H027X210088	7/1/2021 - 9/30/2023	12/29/2023	\$4,999.54
Pending Requests:			\$0.00
Total Available:			\$4,999.54

Manager: Lisa Pofelski Rosa  
 Phone: 208-332-6916  
 Email: [lpofelskirosa@sde.idaho.gov](mailto:lpofelskirosa@sde.idaho.gov)

Expenditure Period: (All expenditures must be obligated before the end of the awards performance period)

Start Date  - End Date

Obligation Period: (Optional)

Obligation Start Date  - Obligation End Date

Allowed Expense Categories	Amount
Salaries/Benefits	<input type="text"/>
Purchased Services (not including Professional Development)	<input type="text"/>
Supplies/Materials	<input type="text"/>
Capital Objects	<input type="text"/>

# Liquidation



- For both state-administered and direct grants, regardless of the period of availability, the LEA must liquidate all obligations incurred under the award not later than 90 days after the end of the funding period unless an extension is authorized. 2 C.F.R. § 200.344(b). Any funds not obligated within the period of availability or liquidated within the appropriate timeframe are said to lapse and must be returned to the awarding agency. 2 C.F.R. § 200.344(d). Consequently, the LEA closely monitors grant spending throughout the grant cycle.

# Documentation Requirements



- Submit documentation (if required or requested) that matches your request.
- If the documentation is unclear or the total amounts don't match your reimbursement request, please indicate on the documentation what you are requesting reimbursement for.
- If you have to include 25 pages of documentation because that is what your accounting software gives you, please go through and highlight or mark which line items you are requesting reimbursement for.
- Many times, a summary is helpful (such as for payroll only) and can be attached in addition to a detail report for other materials.

# Common Reasons for Returned Reimbursement Requests



- Requesting allocated funds not budgeted in a particular category in the CFSGA or IDEA Application
- Example: requesting funds for Purchased Services and only having allocated funds for Salaries and Benefits in the CFSGA or IDEA Application
- Requesting funds that exceed allocated funds in a particular category
- Example: requesting \$5,000 in the GRA for Supplies and Materials and only having \$1,500 allocated in this category in the CFSGA or IDEA Application
- Incorrect date ranges – not matching
- Supporting documentation does not correspond with the request



# Returned Requests Continued



Blank requests are no longer allowed. An explanation of funds is required on all requests. Make sure the funds requested in the GRA align to the LEA's CFSGA or applicable program plan.

Return for Corrections   Reject   Approve

**Request History:**

Action	Date	User	Notes
Created	4/22/2020 1:27 PM	[REDACTED]	
Submitted	4/22/2020 1:27 PM	[REDACTED]	





# Reimbursement Explanations



- An explanation of funds are required on all requests
- All funds requested need to align to your CFSGA/program plan
- Non-descriptive statements are no longer allowed
- If descriptions are not included on GRA request, requests will most likely be returned to have verbiage added
- If requesting only salaries/benefits, an explanation in the Notes section must include who is being paid (CFSGA only).

Other

Total:

Notes:

Add Documents

Save

Cancel

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

I attest that I have read and agree to the above stated conditions.

Submit



# ESSER Minimum Required

- An explanation of funds are required on all requests
- Requests must be to prevent, prepare for, or respond to COVID-19
- Please reference the 20 ESSER allowable Use of Funds
- Requesting Capital Objects:
- Approved CEF Request must be attached
- Please state if there is a request for tangible property with a per-unit cost over \$5,000 or the LEA's threshold

# Nifty Tricks



To view inactive grants for the award recipient, click the filter icon on the “Status” column.

Sub Award Name	Allocation	Expended	Balance	Rqsts	Status
GEAR UP II	\$44,779.72	\$17,946.35	\$26,833.37	0	Active
IDEA Part B	\$814,215.00	\$233,488.43	\$580,726.57	0	Active
IDEA Part B Preschool	\$11,651.00	\$9,224.47	\$2,426.53	0	Active
Rural And Low Income School Program	\$29,239.00	\$23,742.90	\$5,496.10	0	Active
Title I-A Basic (Low Income)	\$537,297.00	\$378,721.61	\$158,575.39	0	Active

- In the resulting menu, you can select “Active” or “InActive” and “Filter” to see just one type or the other. You can also just click “Clear” to see both active and inactive grants listed together.

Sub Award Name	Allocation	Expended	Balance	Rqsts	Status
GEAR UP II	\$44,779.72	\$17,946.35	\$26,833.37		
IDEA Part B	\$814,215.00	\$233,488.43	\$580,726.57		
IDEA Part B Preschool	\$11,651.00	\$9,224.47	\$2,426.53		
Rural And Low Income School Program	\$29,239.00	\$23,742.90	\$5,496.10		
Title I-A Basic (Low Income)	\$537,297.00	\$378,721.61	\$158,575.39	0	Active
Title I-A School Improvement 1003A	\$50.00	\$0.00	\$50.00	0	Active
Title I-C Migrant	\$202,559.00	\$148,648.56	\$53,910.44	0	Active

# How to find your GAN



Clicking the expansion arrow to the left of a period will expand the section to show award details as well as the allocation history for the period. This is also where the Grant Award Notification(s) (GANs) issued after August 3, 2015 for the grant period can be found. Identification information includes, as applicable, the CFDA (Assistance Listing) title and number, federal award identification number and year, name of the federal agency and other.

IDAHO Grant Reimbursement

Home Change Recipient Award Recipient Grants Documentation Logged in As: lpofelskirosa@edu.id

Grant Name	Initial	Changes	Total	Count	Status
ARP - ESSER III - F/T Learning Loss	\$225,939.00	\$125,030.73	\$100,908.27	0	Active
ARP - HCY Homeless II	\$5,117.00	\$0.00	\$5,117.00	0	Active
ARP - IDEA Part B - Preschool	\$2,756.00	\$1,938.64	\$817.36	1	Active
ARP - IDEA Part B - School Age	\$31,229.00	\$26,229.46	\$4,999.54	0	Active
CARES ACT - ESSERF	\$133,884.35	\$133,884.35	\$0.00	0	Active

Requests Grant Periods

Award Name	Performance Period	Expend By	Initial	Changes	Total	Status
S425D200043	3/13/2020 - 9/30/2022	12/29/2022	\$132,855.00	\$1,029.35	\$133,884.35	Active

FAIN: S425D200043 Grant Award Number: S425D200043  
CFDA #: 84.425 Elementary and Secondary School Emergency Relief Fund  
Federal Awarding Agency: U.S. Department of Education  
Project Description: CARES ACT - ESSERF

Allocations

Type	Amount	Date
Initial	\$132,855.00	6/24/2020
Adjustment	\$892.00	11/13/2020
Adjustment	\$137.35	8/18/2022
Expended	(\$133,884.35)	
Available Balance	\$0.00	

Award Letter

- N00033860.pdf
- N00036516.pdf
- N00048286.pdf

# More tricks



- Clicking the expansion arrow to the left of any specific grant will expand the section to display two new tabs for that grant, “Requests” and “Grant Periods.” For more information about requests, see the Requests section of this manual.

Sub Award Name	Allocation	Expended	Balance	Rqsts	Status
Title IV 21st Century CLC (Round 5)	\$34,632.27	\$34,632.27	\$0.00	2	Active

Req #	Expenditure Period	Amount	Status	Date
21607	6/1/2012-6/29/2012	\$7,226.94	Returned	7/9/2012
21575	6/25/2012-6/29/2012	\$17,089.94	Returned	7/2/2012

- Clicking the “Grant Periods” tab will show all active periods for the selected grant. Each period will have relevant dates and allocation amounts as well as status listed.

Sub Award Name	Allocation	Expended	Balance	Rqsts	Status
Title IV 21st Century CLC (Round 5)	\$34,632.27	\$34,632.27	\$0.00	2	Active

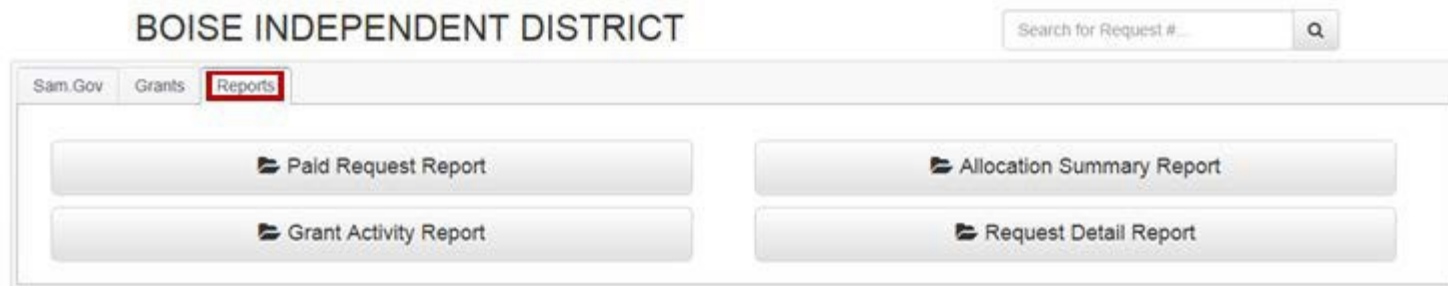
  

Award Name	Performance Period	Expend By	Initial	Changes	Total	Status
S287C130012	7/1/2013 - 9/30/2015	12/30/2015	\$34,645.00	(\$12.73)	\$34,632.27	Active

# Reimbursement Reports for LEAs



The LEA's have access to four different reports in the GRA. The reports will aid in the reconciliation of requests, grant activities and allocation balances. The reports will also provide data on grant periods that have expired in the GRA. To access these reports, click on the "Reports" tab for your respective award recipient.



# Other GRA Resources



- [GRA FAQs](#)
- [SAM.gov Registration link](#)
- [Transitioning to UEI](#)
- [Transition from DUNS Number to Unique Entity Identifier FAQs](#)

November 2021  
U.S. Department of Education  
Office of Acquisition and Grants Administration  
Grants Policy and Training Division

## Transition from DUNS Number to Unique Entity Identifier (UEI) Fact Sheet

The Federal Government will transition from the use of the DUNS Number to the new Unique Entity Identifier (UEI) as the primary means of entity identification for Federal awards government-wide. UEIs are required in accordance with [2 CFR Part 25](#), and the transition from DUNS to UEI will result in the UEI being issued by the Federal Government in SAM.gov. This means entities will no longer rely on a third-party to obtain an identifier (i.e., a DUNS issued by Dun and Bradstreet). This change is meant to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the Federal Government. Information addressing the reasons for this transition is available at [Government Transition from DUNS to UEI](#) and at [Why is SAM.gov changing to SAM \(UEI\)?](#)

Starting on **April 4, 2022**, the Integrated Award Environment (IAE) systems (i.e., SAM.gov, FPDS, eSRS, FSRS, FAPIIS, and CPARS) will comply with the Federal Government's requirement to end use of the DUNS Number for Federal award management.<sup>1</sup> **The U.S. Department of Education's Grants Management System (G5) will also implement this transition on April 4, 2022.**



## Transitioning to the New Unique Entity ID (SAM)

Today	On April 4, 2022
Both DUNS and Unique Entity ID (SAM) appear in SAM.gov and other IAE systems.	Government awards will be completed and reported using the Unique Entity ID (SAM)
<ul style="list-style-type: none"><li>● DUNS Number is authoritative</li><li>● Unique Entity ID (SAM) is available, not authoritative</li></ul>	<ul style="list-style-type: none"><li>● Unique Entity ID (SAM) is authoritative</li><li>● DUNS Number is not available</li></ul>

### Overview of Changes

The federal government is changing the unique identifier used for entities from the D-U-N-S® Number to the Unique Entity ID (SAM), generated by SAM.gov. Today, the two numbers appear side-by-side in the following systems:

### What Do I Need to Do?

**Federal Contractors and Assistance Recipients Registered in SAM.gov:** You do not need to take any action. Your Unique Entity ID (SAM) has been assigned and is visible in your registration at [SAM.gov](#).

**Subcontractors and Subrecipients Who Use**

## FREQUENTLY ASKED QUESTIONS

### General Questions

I have requested a login for the Grant Reimbursement Application, but when I use it I just go back to the main page with no link to my award recipient. Have I registered incorrectly?

The Idaho State Department of Education uses a single login system for all of its online applications. Because this is used for multiple applications that a user may or may not need access to, a request for access to the GRA must be sent to your district's Admin Tool User (usually a Technology Director, Delegate for District Superintendent or Superintendent). Provide the Admin Tool User with the email address you used to register, and request that the "GRA USER" role be assigned to your account. If you require access to more than one award recipient, include all that you will need to access.

Why do I not see a particular grant when I log in?

Grants will only appear in the application if an allocation is currently set up for your award recipient for that grant. In most cases, if you are not seeing a grant you expected, that grant is



## Quick Start Guide for Grants Registrations

## How to Start Registering a New Entity in SAM.gov

SAM.gov is an official website of the United States government. There is NO charge to register or maintain your entity registration record in SAM.gov.

### What is an entity?

The term "entity" refers to prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any U.S. federal government agencies desiring to do business with the government. "Entity" can also refer to a party that has been suspended or debarred, is covered by a prohibition or restriction, or is otherwise excluded from doing business with the government.

### What is entity registration?

An entity registration allows you to bid on government contracts and apply for federal assistance. We will assign you a Unique Entity ID (SAM as part of entity registration).

# ESEA Title GRA Resources



- [Allowable Use of Federal Funds Manual](#)
- [CFSGA Guidance, Instructions and Program Descriptions Manual](#)





# IDEA Part B Resources



- [IDEA Part B Funding Manual](#)
- [Special Education Allowable Costs Training](#)

## ALLOWABILITY OF SPECIFIC ITEMS OF COST

The table below lists specific items of cost and addresses the allowability of each.

Allowed/Not Allowed	Budget Item	Special Requirements or Additional Information
Allowed	<b>ADVERTISING:</b> Costs associated with advertising in media such as newspapers, radio, and television, direct mail, exhibits, electronic or computer transmittals.	Allowed for IDEA-related recruitment of personnel, procurement of goods and services, and other specific purposes necessary to meet the requirements of the IDEA grant.
Allowed	<b>ASSISTIVE TECHNOLOGY DEVICES:</b> Used to increase, maintain or improve the functional capabilities of a child with a disability.	
Allowed	<b>AUTOMATIC DOOR OPENERS:</b> Purchase and installation.	Purchase and installation of automatic door openers is allowed if needed to provide access for a child with a disability.
Allowed, but special requirements or additional information required	<b>BUS PURCHASE, LEASE or RENTAL:</b> Vehicle purchase or lease, insurance, repair, and maintenance. See also "Transportation Costs – Special Education".	Vehicles must be used <b>ONLY</b> to transport children with disabilities who require special assistance in transportation (special transportation or additional transportation), including children with disabilities attending regular classes.



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