



Idaho Department
of Education

GRA for Beginners

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GRA Basics

What is the GRA?

The GRA is the Grant Reimbursement Application created by the Idaho Department of Education. It is used to provide reimbursement of funding from federal and state grants from programs like Special Education, Child Nutrition, 21st Century, and Federal Programs.



How to get to the GRA



Education Application Portal

<https://www.sde.idaho.gov/>



Please select your appropriate organization from the drop down list, per the instructions below.

- Employees of the State Dept. of Education – select “SDE”
- District users – select your respective District name
- If your District name is not present – select “Other”
- All other users (including non-District) – select “Other”

Continue to Sign In

Education Application Portal



Home / Applications

Logg

APR »

The Annual Performance Report (APR) application is used by LEAs with Title I-A allocations to review Student Enrollment Summary and submit Assurance Plans.

CFSGA »

The Consolidated Federal and State Grant Application (CFSGA) is completed by LEAs to receive federal funds for Title: I-A, I-C, I-D, II-A, III-A, State English Learner Program IV-A, V-A and V-B.

GRA »

The Grant Reimbursement Application (GRA) is designed to help educational entities request reimbursements for allowable costs involving federal flow through grants.

Homeless SubGrant »

The McKinney-Vento competitive subgrant application is used for completing and submitting subgrant applications to the state.

IDCI »

The Idaho District Contact Information (IDCI) application is used to define role-based staff contact information for Idaho public schools.

Neglected or Delinquent »

The Neglected or Delinquent application is used to evaluate the effectiveness and monitor annual performance of Neglected or Delinquent programs.

SWIP »

The Schoolwide Improvement Plan application is the application for schools in an LEA to submit Schoolwide Plans and School Improvement Plans, and to apply for School Improvement funds.

Title-I Comparability »

The reporting tool is used by LEAs to demonstrate the comparability requirement for Title I-A schools.

GRA Home Page



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. 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) the Inspector General's Hotline.



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Search for Request #...



SAM.gov Grants Reports

Our records indicate your registration with SAM.gov is expired

*In accordance with 2 CFR § 25.200(b), any requests for reimbursement will be delayed until your registration has been updated. Information on renewing your registration or updating other information can be found at [HERE](#) or by contacting [SAM.gov](#) under [HELP/User Guides](#) **If you have already renewed your registration with SAM.gov, please send proof of new expiration date to GraAdministrators@sde.idaho.gov***

SAM.gov is a free service offered through the Federal government. Entities may be approached by third party companies to aid in the renew process for a fee. It is not recommended or required to utilize these services as SAM.gov is a free service. Please contact us with any questions. GraAdministrators@sde.idaho.gov

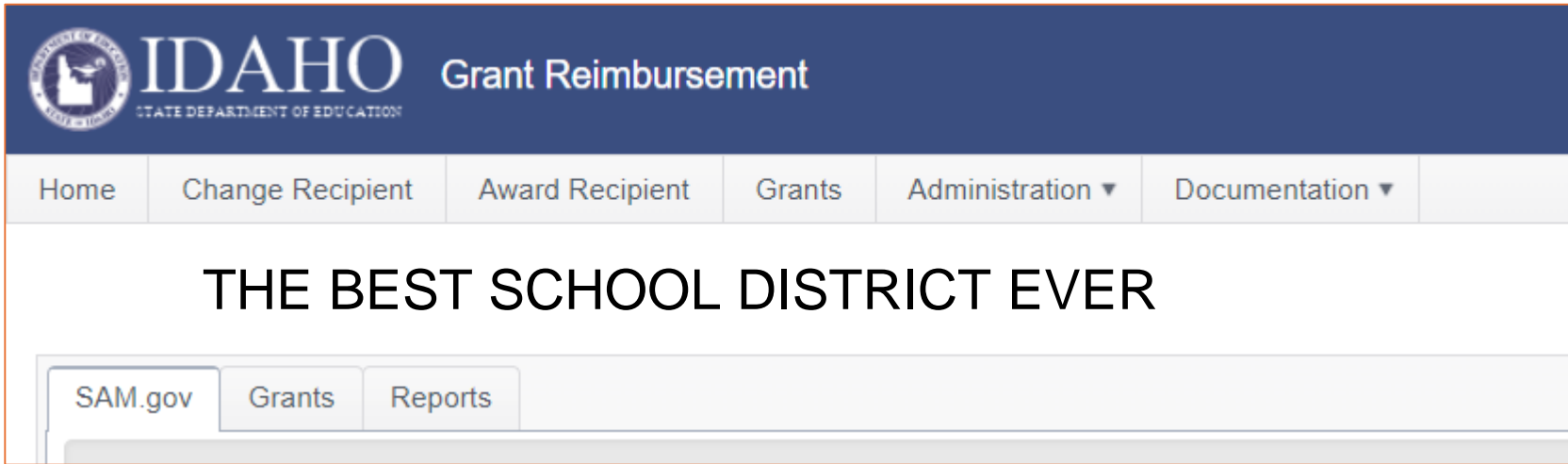
Email: GraAdministrators@sde.idaho.gov

Why?

SAM.gov is part of the United States government and an “entity” is an organization that is applying for assistance awards. An entity registration allows you to apply for federal assistance. You will be issued a Unique Entity ID or UEI.



Navigation Tabs

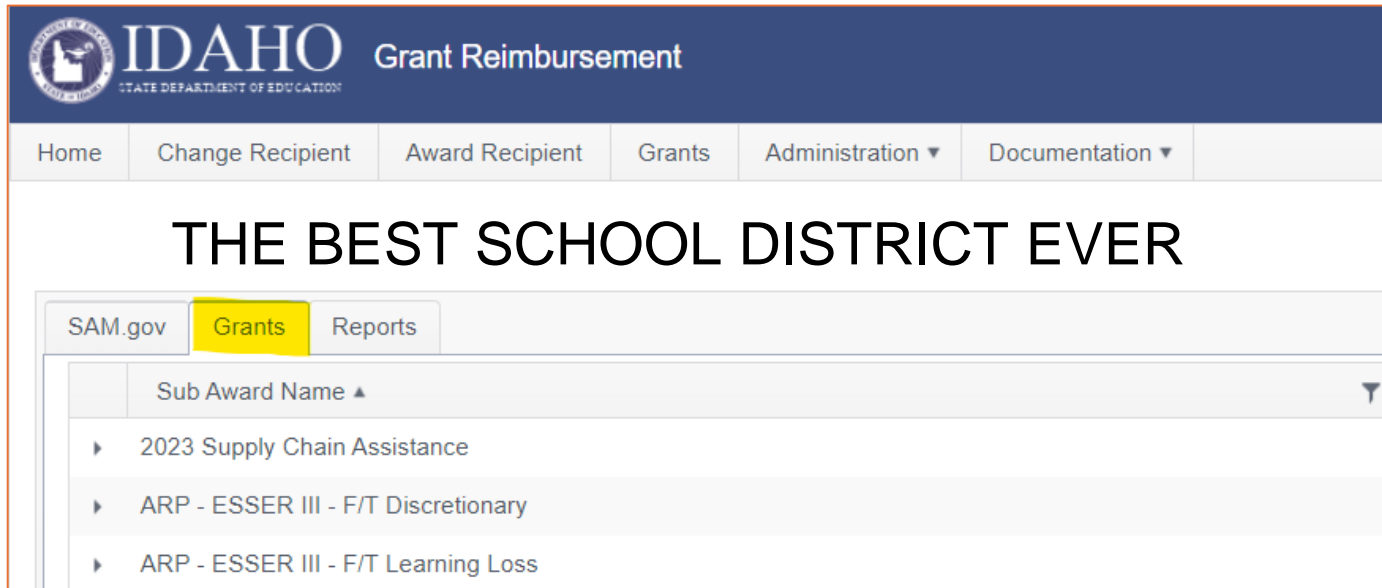


The screenshot shows the top navigation bar of the Idaho Grant Reimbursement system. The header is dark blue with the Idaho Department of Education logo and the text "IDAHO STATE DEPARTMENT OF EDUCATION Grant Reimbursement". Below the header is a row of navigation tabs: Home, Change Recipient, Award Recipient, Grants, Administration (with a dropdown arrow), and Documentation (with a dropdown arrow). The main content area is white and displays the text "THE BEST SCHOOL DISTRICT EVER". Below this text is another row of tabs: SAM.gov, Grants, and Reports.

Grant Information

Grant Information

To access information about your grants, you need to click on the “Grants” tab at the top of the page.



The screenshot shows the top navigation bar of the Idaho Grant Reimbursement portal. The header includes the Idaho State Department of Education logo and the text "IDAHO Grant Reimbursement STATE DEPARTMENT OF EDUCATION". Below the header is a navigation menu with tabs for "Home", "Change Recipient", "Award Recipient", "Grants", "Administration", and "Documentation". The "Grants" tab is highlighted in yellow. Below the navigation menu, the main content area displays the text "THE BEST SCHOOL DISTRICT EVER". Underneath this text is a sub-menu with tabs for "SAM.gov", "Grants", and "Reports". The "Grants" tab is selected. A dropdown menu is open under the "Grants" tab, showing a list of sub-award names: "Sub Award Name", "2023 Supply Chain Assistance", "ARP - ESSER III - F/T Discretionary", and "ARP - ESSER III - F/T Learning Loss".

Reports

Reports in the GRA

To access Reports in the GRA, you'll need to click on the "Reports" tab at the top of the page.



IDAHO STATE DEPARTMENT OF EDUCATION Grant Reimbursement

Home Change Recipient Award Recipient Grants Administration Documentation Logged in As: MPerreira@

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Search for Request #...

SAM.gov Grants **Reports**

- Paid Request Report
- Grant Activity Report
- Allocation Summary Report
- Request Detail Report

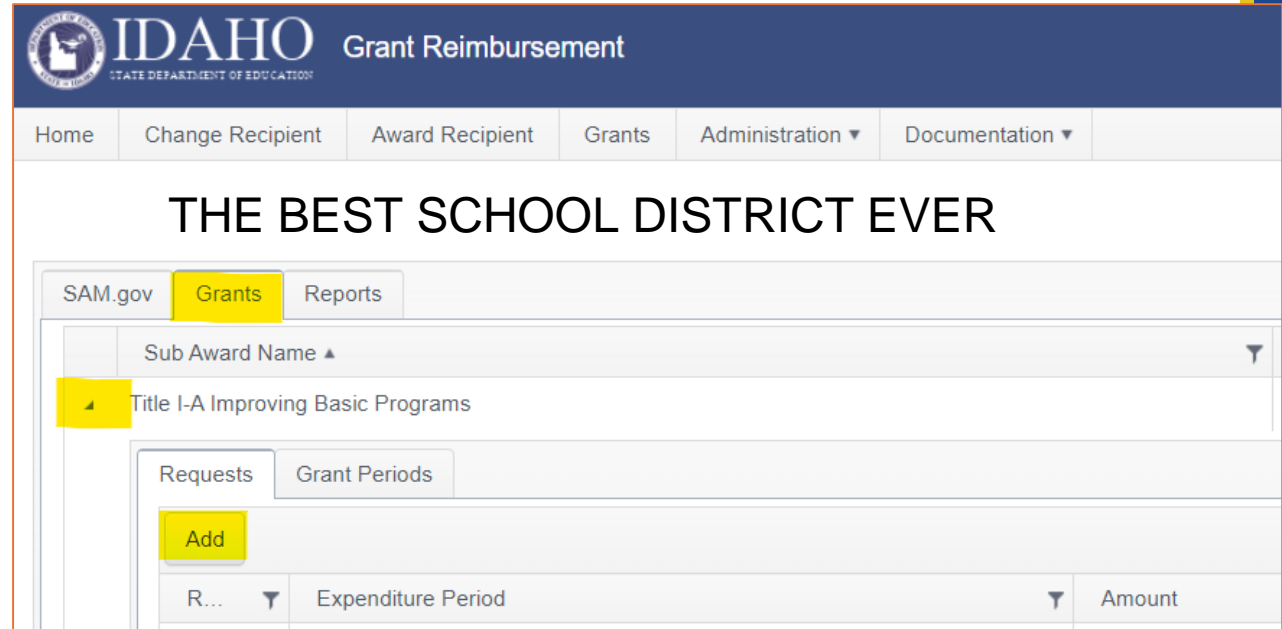
How to Submit a Draw Down Request

Submit a Draw Down Request

First, you will click on the “Grants” tab.

Next, you will select the grant you want to draw down from.

Then, you will click on the “Add” button.



IDAHO STATE DEPARTMENT OF EDUCATION Grant Reimbursement

Home Change Recipient Award Recipient Grants Administration Documentation

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SAM.gov Grants Reports

Sub Award Name ▲

▲ Title I-A Improving Basic Programs

Requests Grant Periods

Add

R... ▼ Expenditure Period ▼ Amount

Documentation

Documentation is required on all GRA requests.

Documentation should be an expense ledger report, spreadsheet or something of that nature

Invoices will not work as the sole documentation as they do not include a proof of payment, which is needed for reimbursements

Questions





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of Education

Thank you!

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