

Claiming Grant Funds

To submit a claim for discretionary grant funds, login to the **IDEA Discretionary Grant Web Portal**. On the **Grant Project Main Menu**, go to the **Claim Funds** section. Choose **Enter Claims for Grant Funds**.

Grants Main Menu

Grant Budget
View Notification of Funding Amount (NOFA)
View Assurances / Certification
View Workplan/Application
Upload Completed Assurance/Work Plan
Enter/View Grant Project Contacts

Grant Project Income


Record Project Income
Budget Project Income

Claim Funds

Enter Claims for Grant Funds 
Enter Claims for Project Income

Report Menu

View Budget Detail Report

 **Note:** Claims are based on the last approved budget. Any modifications since then will not be displayed.

You will then see a screen entitled **Grants Budget Claims History**. In the body of the screen, you will see a grid that includes the field current status (new, submitted, approved, or returned), report type (partial or final), submittal date, approved date, report period ending date, funds claimed to date, and action (edit or view).

A “New” status means that a new claim can be created. Under action, choose the **Edit** link.

Wisconsin Dept of Public Instruction
Test Project #2

Grants Budget Claims History

Current Status	Report Type	Submittal Date	Approved Date	Report Period Ending Date	Funds Claimed to Date	Action
New					\$0.00	Edit

[Report Menu](#) |
 [Return to Budget Menu](#) |
 [Exit to Project Menu](#)

This will take you to a screen entitled **Grant Budget Claim**. You will fill in a radio button for “Type of Report,” depending on whether this is a partial claim or final claim. If you choose **Partial Claim**, then enter the **Reporting Period Ending Date**. This is a required field and you will not be able to continue to the next step if a date is not entered.

The screen will show the **Total Funds Claimed to Date**: this is pre-populated with the last amount claimed through the web-based system. This may not be the amount of cash the agency has received to date. You may enter **Total Funds Received to Date** for your own reference. This is the amount the agency has received in cash from DPI.

When the required fields are entered, click **Save** to save your data. Or, alternatively, you can just click on **Next Step** to save your data and move on to the next step in the claim submission process.

Wisconsin Dept of Public Instruction
Test Project #2

Grant Budget Claim

➔
 Type of Report:
 Partial Claim
 Final Claim
 Revised Final Claim

Report Period Ending Date: ⬇

Total Funds Claimed to Date: \$0.00	Total Funds Received to Date: <input style="width: 100px;" type="text" value="\$0.00"/>
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INDIRECT: Indirect is claimed on the **Final Claim**. If **Final Claim** is selected from the Type of Report, then the approved budget indirect amount appears along with a field to enter the amount of requested indirect:

Wisconsin Dept of Public Instruction
Test Project #2

Grant Budget Claim

Type of Report: Partial Claim Final Claim Revised Final Claim

Report Period Ending Date: 11/30/2011

Total Funds Claimed to Date: \$0.00

Total Funds Received to Date: \$0.00

Approved Indirect Cost Amount: \$0

Indirect Cost: \$0.00

Back

Indirect amount pulled in from the last approved budget

Save

Amount of indirect the agency wishes to claim is entered here and then will appear in the expenditure report

Next Step

When **Next Step** is selected from the previous screen, the expenditure report information is displayed:

**Wisconsin Dept of Public Instruction
Test Project #2**

Grant Budget Claim

Please Note: The budget items displayed are from the last **approved budget. Any modifications made since then will not be displayed.**

Sort By: Object Function

Account Code	Account Name	Approved Budget	Unliquidated Encumbrances (Payables)	Previously Disbursed	Total Disbursements	Unencumbered Balance
27-100-221300-819	Professional Development	20,000.00	<input type="text" value="0"/>	0.00	<input type="text" value="0"/>	20,000.00
27-100-223300-819	Special Ed Coordination	20,000.00	<input type="text" value="0"/>	0.00	<input type="text" value="0"/>	20,000.00
27-200-221300-819	Professional Development	5,000.00	<input type="text" value="0"/>	0.00	<input type="text" value="0"/>	5,000.00
27-200-223300-819	Special Ed Coordination	4,000.00	<input type="text" value="0"/>	0.00	<input type="text" value="0"/>	4,000.00
27-100-221300-819	Professional Development	11,000.00	<input type="text" value="0"/>	0.00	<input type="text" value="0"/>	11,000.00
27-100-223300-819	Special Ed Coordination	12,000.00	<input type="text" value="0"/>	0.00	<input type="text" value="0"/>	12,000.00
27-100-221300-819	Professional Development	6,000.00	<input type="text" value="0"/>	0.00	<input type="text" value="0"/>	6,000.00
27-100-221300-819	Professional Development	5,000.00	<input type="text" value="0"/>	0.00	<input type="text" value="0"/>	5,000.00
27-100-270000-819	Insurance	16,000.00	<input type="text" value="0"/>	0.00	<input type="text" value="0"/>	16,000.00
27-100-223300-819	Special Ed Coordination	1,000.00	<input type="text" value="0"/>	0.00	<input type="text" value="0"/>	1,000.00
	Indirect Cost	0.00	0.00	0.00	0.00	0.00
	Total	100,000.00	0.00	0.00	0.00	100,000.00

Back

Save Changes

Next Step

- The **Approved Budget** column pulls the amounts from the last approved budget. If the amounts are not what you expected to see, a budget amendment will need to be submitted and approved before the amounts will change.


The budget line items may be sorted either by “Object” or “Function” by selecting the radio button in the upper left-hand corner.

- The **Unliquidated Encumbrances** column is an optional column available for your own reference. DPI does not use any of the information entered into these fields, and they are not required.
- The **Total Disbursements** column is pre-populated with the amounts that were in the last submitted claim. This is where the grantee enters in the amount to be claimed for this time period.

Note that this column shows the total disbursements cumulatively, so you add the amount being claimed during the current period to the amount that has already been claimed. The software will

not allow you to enter in less than the amount previously claimed for each line item.

- At any time during this process, you can select the **Save Changes** button and leave the software.
- Click on **Next Step** to complete the claim submission process.

 **Note:** At any point during the preceding process you wish to go back and make changes to the figures that were entered into the claim form, simply click on the back button and make the necessary changes.

The final screen includes the amounts entered from the previous screen. Select **Submit Claim** if you are satisfied with the information displayed. Read the assurance at the top; by submitting the claim you are certifying that this information is true, complete and accurate.

**Wisconsin Dept of Public Instruction
Test Project #2**

Submit Grant Budget Claims

By submitting this claim, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

Submit Claim

Account Code	Account Name	Approved Budget	Unliquidated Encumbrances (Payables)	Total Disbursements	Unencumbered Balance
27-100-221300-819	Professional Development	20,000.00	10,000.00	0.00	10,000.00
27-100-221300-819	Professional Development	11,000.00	0.00	0.00	11,000.00
27-100-221300-819	Professional Development	6,000.00	0.00	0.00	6,000.00
27-100-221300-819	Professional Development	5,000.00	0.00	0.00	5,000.00
27-100-223300-819	Special Ed Coordination	20,000.00	10,000.00	0.00	10,000.00
27-100-223300-819	Special Ed Coordination	12,000.00	0.00	0.00	12,000.00
27-100-223300-819	Special Ed Coordination	1,000.00	0.00	0.00	1,000.00
27-100-270000-819	Insurance	16,000.00	0.00	0.00	16,000.00
27-200-221300-819	Professional Development	5,000.00	2,500.00	0.00	2,500.00
27-200-223300-819	Special Ed Coordination	4,000.00	4,000.00	0.00	0.00
	Indirect Costs	\$0.00	0.00	\$0.00	\$0.00
Totals:		100,000.00	26,500.00	0.00	73,500.00

Back


View PI-1086

- At the bottom of the screen, there is a button to print the **PI-1086**. This will pull up a printable version of the form with your data entered. You do not need to e-mail or fax this form; it is for your use only.

- Once the claim has been submitted, the status of the claim changes from **New** to **Submitted**. No additional claims for this funding source can be submitted until this claim has been processed and approved by the DPI accountant.

As long as the status says **Submitted** rather than **In Process**, the agency user has the ability to go in and make changes to this claim (by clicking the **Edit** button) and re-submitting the claim by clicking on the **Re-Submit Claim** button.

Cooperative Ed Serv Agcy 01 Claudia's Test Project						
Grants Budget Claims History						
Current Status	Report Type	Submittal Date	Approved Date	Report Period Ending Date	Funds Claimed to Date	Action
Approved	Partial Claim	08/11/2011	08/11/2011	10/31/2011	\$0.00	View
Submitted	Partial Claim	08/11/2011		05/05/2012	\$50,000.00	Edit





The claim is then processed and approved or denied at DPI. When the claim has gone through this process, the status will change to **Approved** or **Returned**.

If the claim has been approved, an additional row will appear with the status of **New**. This means that a new claim may now be submitted for this funding source. If the status is **Returned**, DPI has requested that changes be made to the submitted claim.

Final Claims

Final claims require a signature of the agency administrator. When **Final Claim** is selected as the Report Type and the claim is submitted, the following message appears: *The District Administrator must sign and Fax or Mail the PI-1086 to the Department of Public Instruction. Failure to do so will delay payment of the final claim.*

At this point, click on the button **View PI-1086**, print the claim form and get it signed. The signed claim can either be postal mailed or faxed to DPI at the address and numbers included on the claim form. A signed pdf copy of the claim e-mailed to DPI is also acceptable.

-  **Note:** If the current status has not changed to **Submitted**, then your claim has not been submitted to DPI.
-  **Note:** The budget software is designed in accordance with DPI's aids and audits budgeting rules, including the 10% rule for requiring amendments. Claims will need to be submitted quarterly. An agency has the option of submitting claims on a more frequent basis than quarterly.