How SAS Works in the iGrants System

(applies only to certain federal programs)

Districts that **Do Not Request** either REAP or District SAS

WAIT FOR <u>FINAL ALLOCATIONS</u> TO BE ANNOUNCED TO THE FIELD PRIOR TO FULL COMPLETION OF EACH FEDERAL GRANT ALLOWING SAS REQUESTS.

Form Package... Some Pages and Buttons Are Hidden

SAS approval from OSPI program management **requires certain application pages** to be completed prior to requesting Substantially Approvable Status. The number of application pages vary from one federal program to another. For example, Form Package 211 Safe and Drug Free Schools and Communities may have three pages to complete, whereas, Title I Improving Basic Programs may have only two application pages to complete.

Not only are certain pages hidden initially, but the **Budget, Finish, and Notify** buttons are also hidden. The reason for hiding certain pages and buttons is to gather just enough information to determine if the application is substantially approvable. The budget button is hidden to prevent budgets being created **based on preliminary allocation** amounts. The finish and notify buttons, are also hidden to prevent the form package from being fully processed.

All this is temporary until Final Allocations arrive to OSPI. As soon as final allocations are uploaded, all application pages will be displayed as well as the Budget, Finish, and Notify buttons so the Request for OSPI Approval email can be sent by the iGrants administrators.



SAS Page...Divided Into 3 Sections



	Dis Pa Lo	s <mark>trict Completes Budge</mark> ge wer Section 3	et Overview
dance of less than 600		↓	
	Budget Overview		
the Mark Completed icon). as follows: d.	Note: The budget ove completed at a later iGrants and annound amounts, plus complet	rview below does not replace th date when final allocations h ced. Both the budget overview ted application pages, will be us	he official budge have been uplo based on prelim sed to determine
		Preliminary Allocation	: \$0
ow:	Object (cite activities	in narrative text)	Esti
st.	Object 0 (Debit Transfer)		
complete sections below.	Object 2 (Salaries Cert.)		
No	Object 3 (Salaries Class.)		
pelow FIRST, making sure to	Object 4 (Benefits)		
	Object 5 (Supplies Instr. I	Res.)	
	Object 7 (Purchased Serv	ices)	
ge. sing Mark Completed icon).	Object 8 (Travel)		
w:	Object 9 (Capital Outlay)		
UNCED.	Indirects		
			Total

udget matrix to be

reliminary allocation

mine SAS approval.

Estimated Cost

\$0

uploaded to

SAS Page...Before You Notify OSPI By Selecting Yes To SAS

 REAP-Eligible School District SAS Process
 No

 REAP Eligibility: Districts with a total average daily attendance of less than 600 students and have a school locale code of 7 or 8.

 If requesting SAS approval, follow the steps below:

 Step 1:
 Select "Yes" from the drop-down list.

 Step 2:
 Press the Mark Completed icon on this page.

 Step 3:
 Send email message (displayed after pressing the Mark Completed icon).

 Step 4:
 Select REAP Form Package 225 and complete as follows:

 •
 Describe how combined funds will be used.

 •
 Mark completed.

 •
 Request OSPI approval.

 If not requesting SAS approval, follow the steps below:

 Step 1:
 Make sure "No" is displayed in the drop-down list.

Step 2: Follow steps 2, 3, and 4 above.

- IMPORTANT -If you completed the REAP section above, DO NOT complete sections below.

School [District SAS Process No 🔽		
If requesting SAS approval, follow the steps below:			
Step 1:	Complete the program application pages listed below FIRST , making sure to press the Mark Completed icon on each page. Application pages to complete:		
	 Page 2 - Assurances Page 4 - Program Plan 		
Step 2:	RETURN to this page to:		
	 Complete Budget Overview below. Select "Yes" from drop-down list. Press the Mark Completed icon on this page. Send email message (displayed after pressing Mark Completed icon). 		
If not requesting SAS approval, follow the steps below:			
Step 1:	Make sure "No" is displayed in the drop-down list.		
Step 2:	Press the Mark Completed icon on this page.		
Step 3:	WAIT FOR FINAL ALLOCATIONS TO BE ANNOUNCED.		

Before the organization selects Yes to either **REAP SAS or District SAS**, complete the application pages listed under **Step 1** in the appropriate section.

Districts **will not be able** to fully process all components of the form package until **Final Allocations** have arrived at OSPI and are uploaded to the iGrants system.

SAS Page...Budget Overview Based On Preliminary Allocation Amounts

Budget Overview

Note: The budget overview below does not replace the official budget matrix to be completed at a later date when final allocations have been uploaded to iGrants and announced. Both the budget overview based on preliminary allocation amounts, plus completed application pages, will be used to determine SAS approval.

Preliminary Allocation: \$0		
Object (cite activities in narrative text)	Estimated Cost	
Object 0 (Debit Transfer)		
Object 2 (Salaries Cert.)		
Object 3 (Salaries Class.)		
Object 4 (Benefits)		
Object 5 (Supplies Instr. Res.)		
Object 7 (Purchased Services)		
Object 8 (Travel)		
Object 9 (Capital Outlay)		
Indirects		
Total	\$0	

The **Budget Overview** must also be completed as part of page 1 Request Substantially Approvable Status SAS.

Note: This SAS Budget Overview does not need to be completed for Form Package 239 Title II Part A Teacher Principal Training and Recruiting.

This budget overview is based on the preliminary allocation displayed. It does not replace the regular budget matrix displaying the final allocation amount in the budget calculator.

SAS Page...Basic Step Reminder

Help Contact Application Page 1 Page 2 Page 3	Notes	Step 1: Complete application pages as identified on page 1.
Budget Overview Note: The budget overview below does not replace the offic	al budget matrix to be	
completed at a later date when final allocations have be Grants and announced. Both the budget overview based of manufacture plus completed application pages will be used to a	een uploaded to on preliminary allocation	Step 2: Complete Budget Overview.
Preliminary Allocation: \$0		
Object (cite activities in narrative text)	Estimated Cost	
Object 0 (Debit Transfer)		
Object 2 (Salaries Cert.)		
Object 3 (Salaries Class.)		Step 3: Notify OSPI
Object 4 (Benefits)		Novt Slido
Object 5 (Supplies Instr. Res.)		Next Slide
Object 7 (Purchased Services)		
Object 8 (Travel)		
Object 9 (Capital Outlay)		
Indirects		
Total	\$0	

SAS Page...Notifying OSPI By Auto-Email

The district must now notify OSPI of the intent to request SAS approval. The default for both REAP and District SAS drop-down menus is set to **Select.** Depending on the district's option, select **Yes** from one of the two drop-down menus displayed and **No** from the other one.

The user can press save at any time while completing page 1. However, when the **Mark Completed** icon is pressed, two emails will be presented. Both a **Request SAS** approval email will display, then a **Decline SAS** email will display. Make sure to send both (see next slide).

REAP-E	igible School District SAS Process	Select 💌
REAP Elig students	ibility: Districts with a total average daily attendance of and have a school locale code of 7 or 8.	of less than 600
If reque	sting SAS approval, follow the steps below:	
Step 1:	Select "Yes" from the drop-down list.	
Step 2:	Press the Mark Completed icon on this page.	
Step 3:	Send email message (displayed after pressing the Mark	k Completed icon).
Step 4:	 Select REAP Form Package 225 and complete as follow Describe how combined funds will be used. Mark completed. Request OSPI approval. 	/s:
If not re	questing SAS approval, follow the steps below:	
Step 1:	Make sure "No" is displayed in the drop-down list.	
Step 2:	Follow steps 2, 3, and 4 above.	
	·	
School [District SAS Process	Select 💌
If reque	sting SAS approval, follow the steps below:	
Step 1:	If requesting SAS approval, complete the program and	pplication pages

Step 1: If requesting SAS approval, complete the program application pages listed below FIRST, making sure to press the Mark Completed icon on each page.

Application pages to complete:

SAS Page...The Mark Completed Icon Generates Email Notification

Pressing the **Mark Completed** icon will generated the two email notifications. The emails are generated one right after the other. Simply press Send on both.



Send Message Cancel		Draft
From: To:	#1 No, or Declin SAS Email	Yes was selected for District SAS and No wa selected for REAP SAS. Therefore,
Subject: Message:	Indicate District SAS REAP Decline (Ferndale School District) This organization will DECLINE a request for REAP Substantially Approvable Status.	Number #1 email
Comments:		or REAP Decline email.
Send Mes From: To:	sage Cancel ? Yes, or Request Email	SAS
CC: Subject:	Request SAS Program Approval (Ferndale School District)	Number #2 email generates the Yes
Message: Comments	This organization is REQUESTING Substantially Approvable Status.	or Requesting SAS Approval.

SAS Page...The OSPI Approval Process

Email notifications are also used to notify districts of the following categories.

(For OSPI Use Only)			
OSPI Approval Status	SAS Further Action Required	SAS Approval ©	REAP-Eligible SAS Approval

SAS Further Action: This email is sent to the district if further action is necessary.

SAS Approval: This email is sent to the district if all steps listed on the SAS page District section have been satisfied.

SAS REAP Approval: This email is sent to the district if all steps listed on the SAS page REAP section have been satisfied.