

ESEA Consolidated Application Returned How-To Instructions

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1. E-Grants Access Select > ESEA Consolidated Application > Review Summary



2. Review Summary (Returned One Time)

If the application has only been returned one time, the Review Summary page will look like this:



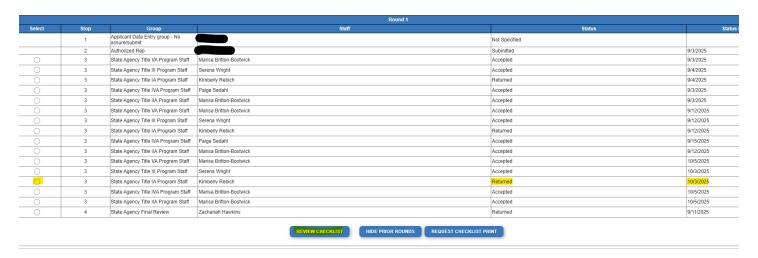
- 1. Look for "returned" under the Status Date column. Each program that is returned will include a checklist with specific comments regarding the modifications that need to be made.
- 2. Click on the radio button next to the returned program.
- 3. Click on Review Checklist.
- 4. The application will open in the current browser window/tab.
- 5. The Review Checklist will open in a second browser window/tab.

2. Review Summary (Returned More Than One Time)

If the application has been returned more than one time, the Review Summary page will look like this:



- 1. Do not click on the radio button.
- 2. Do not click the Review Checklist button.
- 3. Click the Show Prior Rounds button.



- 1. Scroll to the bottom under Round 1 you will see checklists for all the times (for each program) that the application has been returned.
- 2. Look for "returned" under the Status Date column. Each program that is returned will include a checklist with specific comments regarding the modifications that need to be made.
- 3. Under Status Date find the most recent date of return for each program.
- 4. Click on the radio button next to the returned program.
- 5. Click on Review Checklist.
- 6. The application will open in the current browser window/tab.
- 7. The Review Checklist will open in a second browser window/tab.

3. Review Checklist

TITLE I A REVIEW SCHOOLWIDE REVIEW HOMELESS REVIEW		
Review Checklist - Title 1, Part A Basic		
Click for Instructions		
Click to set ALL drop-down selections on this page to: Yes O No N/A (drop-downs will populate when the page is sav		
Click to set all ESEA/ESSA Consolidated drop-down selections to: Yes O No N/A (drop-downs will populate when the		
ESEA/ESSA Consolidated Level		
Contacts page is correct. Alternative email address is not the same as, nor associated with, the AR. No.		
Check to add Comment (207 of 2000 maximum characters used)		
The Alternate Contact email address cannot be the same as, nor associated with, the AR. Remove the alternate contact email Kimberly Rebich 406-410-4578 Kimberly Rebich@mt.gov		
Program Selection page has been completed. Yes		
Check to add Comment (0 of 2000 maximum characters used)		

- Select Eligible Attendance Areas has been completed.
- 1. Review the questions and comments on all tabs at the top of the Review Checklist.
- 2. The questions correlate with questions in the application.
- 3. Look for questions marked with "No".
- 4. Questions with "No" will have a comment with specific directions on what modifications need to be made.