Completing Your Early Childhood Iowa Area Annual Report on Iowagrants.gov

Early Childhood Iowa Area (ECIA) boards must complete the area's annual report online through the Iowagrants.gov website. The following component reports make up your board's annual report:

- Board and Contact Information
- Type of Services

Direct Services	Indirect Services
Car Seat	Business Investment Program
Crisis/Emergency Care	Child Care Nurse Consultant
Dental	Coordinated Intake
Early Care & Education Scholarships	*hawk-I* Outreach
Early Care & Education Supportive Services	Quality Improvement for Early Learning
Health Prevention	Preschool Scholarship Coordination
Literacy	Professional Development – Conferences
Prenatal/Postnatal	Professional Development – Credit-bearing
Transportation	Professional Development – Training
	Public Awareness/Child Fairs
	Resource Libraries
	Technical Assistance: Consultation, Mentoring, Coaching
	WAGE$

- Family Support – Home Visitation
- Family Support – Parent Education
- Administrative Staff (ECIA director, support staff, etc.)
- Administrative Expenses
- Financial Summaries (Early Childhood, School Ready and Other Funding)
- Financial Statement Attachments (Early Childhood and School Ready)

OVERARCHING IMPORTANT INFORMATION

- Your area's annual report on Iowagrants.gov is made up of many "mini" status/component reports.
- "DIRECT SERVICES" and "INDIRECT SERVICES" are grouped together in alphabetical order.
- You must 'select/open,' 'Edit,' 'Save' and 'Mark as Complete' each DIRECT SERVICE and INDIRECT SERVICE component report even if your board does not fund a program, services or activities in one of the types of services.
- Each time you make changes to a component report, click on 'Edit.' [Note: You cannot make changes to any component report after you click on 'Submit.']

- The same instructions display at the top of each DIRECT SERVICE and INDIRECT SERVICE component report. Always read the instructions at the beginning of a component report.

> **Instructions**
>
> *If your board funds two or more _____ programs, combine and report the performance measures data together.*
>
> *Use the TAB key to move from one field to the next. When entering financial information, include both dollars and cents, example: 95234.22*
>
> ***Note: This is a two-part form; follow instructions carefully!***
>
> *To begin entering information into this form, click "Edit" at the top of the form. You can complete all fields except the "Optional: Other Funding Expended and Source" field. Click "Save" at the top of the form. Now, the "Optional: Other Funding Expended and Source" field is available. If applicable, click "Add" to enter the source and funding amount in the fields. Next, click on "Save" at the top of the form. Repeat this process for each 'Optional Funding' entry in this section.*

🔑 *Log In*

Welcome to IowaGrants.gov

Iowa's Funding Opportunity Search and Grant Management System

FUNDING OPPORTUNITIES OFFERED BY IOWA STATE AGENCIES

Grant Opportunities
Loan Opportunities
Bids/Purchases
Licenses/Permits

You do not need to register for Search access.

ELECTRONIC GRANT MANAGEMENT SYSTEM

Iowa Grants.gov allows you to electronically apply for and manage grants received by the state of Iowa. Persons accessing the system for this purpose are required to register.

Returning Users Sign In Here

New Users Register Here
(Registration Instructions)

Click on 'Returning Users Sign In Here' if you are a current user. [Note: If you have an A&A Enterprises account, you use the same information to log in.] Click on 'New Users Register Here' if you are a new user.

DOM Electronic Grant Management System

Enterprise A&A

What Is A&A?

SIGN IN | **CREATE AN ACCOUNT** | **FORGOT PASSWORD** | **FORGOT ID**

Sign into DOM Electronic Grant Management System here.

Enter your Account Id and password to sign into DOM Electronic Grant Management System.

Account Id: [   ]

Password: [   ]

[Sign In] [Account Details] (?)

Enter your account ID and password.

Menu | Help | Log Out   Back | Print | Add | Delete | Edit | Save

Welcome

Main Menu

Click Help above to view instructions. Go to "My Profile" to reset password.

- Instructions
- My Profile
- Funding Opportunities
- My Applications
- My Grants

Click on 'My Grants.'

Menu | Help | Log Out   Back | Print | Add | Delete | Edit | Save

Grant Tracking

Current Grant/Projects   **Closed Grant/Projects | Claims**

Grant/Projects in the status Underway or Suspended appear on this list. To view other Grant/Projects, click the closed Grant/Projects link.

ID	Status	Year	Title	Program Area	Grant Administrator	Grant/Project Amount
14-ECI TEST	Underway	2014	14-ECI TEST	Early Childhood Iowa	Tena Malone	$0.00
test	Underway	2013	Test	Early Childhood Iowa	Tami Foley	$0.00
					Total	**$0.00**

Showing 1 - 2 of 2

This screenshot is from the 'TEST' site. Your screen will have your area's ID for the appropriate state fiscal year.

Menu | Help | Log Out   Back | Print | Add | Delete | Edit | Save

Grant Tracking

Grant/Project: 14-ECI TEST - 14-ECI TEST - 2014

Status:	Underway
Program Area:	Early Childhood Iowa
Grantee Organization:	ECI TA Team
Program Officer:	Tena Malone
Awarded Amount:	$0.00

Instructions

The grant forms appear below.

Grant/Project Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	10/25/2013
Status Reports	
Opportunity	-

Click on 'Status Reports.'

Grant/Project Tracking

Grant/Project: 14-ECI TEST - 14-ECI TEST - 2014

Status:	Underway
Program Area:	Early Childhood Iowa
Grantee Organization:	ECI TA Team
Program Officer:	Tena Malone
Awarded Amount:	$0.00

> Click on the appropriate status report for the annual report.

Status Reports - Pending   Copy Existing Status Report | Return to Components

ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status
14-ECI TEST - 01	Annual Report		07/01/2013-06/30/2014			-	Editing

---

Status Report: test001 - 01

Grant:	test001-Test_grant
Status:	Editing
Program Area:	Early Childhood Iowa
Grantee Organization:	ECI TA Team
Program Manager:	Tami Foley

Components

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name
General Information
Board and Contact Information
Car Seat - Direct Services
Crisis/Emergency Care - Direct Services
Dental - Direct Services
Early Care & Education Scholarships - Direct Services
Early Care & Education Supportive Services - Direct Services
Health Prevention - Direct Services
Literacy - Direct Services
Prenatal/Postnatal - Direct Services
Transportation - Direct Services
Child Care Nurse Consultant - Indirect Services
Coordinated Intake - Indirect Services
Hawk-I Outreach - Indirect Services
Quality Improvement for Early Learning - Indirect Services
Preschool Scholarship Coordination - Indirect Services
Professional Development: Conferences - Indirect Services
Professional Development: Credit-bearing - Indirect Services
Professional Development: Training - Indirect Services
Public Awareness/Child Fairs - Indirect Services
Resource Libraries - Indirect Services
Technical Assistance: Consultation, Mentoring, Coaching - Indirect Services
WAGE$ - Indirect Services
Family Support - Home Visitation
Family Support - Parent Education
Administrative Staff
Administrative Expenses
Financial Summary - Early Childhood Funds
Financial Summary - School Ready Funds
Financial Summary - Other Funding
SFY15 Financial Statement Attachment

> These are the component reports that make up your annual report. REMEMBER, you must 'select/open,' 'Edit,' 'Save' and 'Mark as Complete' each DIRECT SERVICE and INDIRECT SERVICE component report even if your board does not fund a program, services or activities in one of the types of services.

Board and Contact Information Component Report

Board and Contact Information

Area and Counties Served

Name of Early Childhood Area: ABC Area

Website: www.ABCwebsite.org

Counties in ECIA: Dubuque ▼

Complete the information in each data field. After entering data in the fields on this component report, click on 'Save.'

Current Board Chairperson

Current Board Chairperson Name: Mr. Chairperson

Board Chairperson Address: 123 Noway Lane

Board Chairperson City: Nowhere

Board Chairperson State: Iowa ▼

Board Chairperson Zipcode: 50321

Board Chairperson Phone: 712-415-7854

Board Chairperson E-mail: mr.chairperson@abc.org

Current Fiscal Agent

Current Fiscal Agent Name:

Fiscal Agent Address:

Fiscal Agent City:

Fiscal Agent State: ▼

Fiscal Agent Zipcode:

Fiscal Agent E-mail:

Contact Person for the Local ECI Board

Contact Person Name:

Contact Address:

Contact City:

Contact State: ▼

Contact Zipcode:

Contact Phone:

Contact E-mail:

Click on 'Save' to save the data you just entered.

Click here to download the Board Matrix template.

Board Matrix Attachment*

Click here to download the Community Plan Updates template.

Community Plan Updates*

Click here to download the Executive Summary template.

Executive Summary Attachment

In this section of the component report, you download/upload information. Complete the following actions for attachments on the "Board and Contact Information" component report:

- Board Matrix – Download and complete the template and upload.
- Community Plan Updates – Download and complete the template and upload.
- Executive Summary – This is optional. Boards may either download and complete the state-provided template and upload or upload the board-developed executive summary.

When you click on "Click Here to download…" the following pop-up screen displays. [Note: The type of pop-up screen that displays will vary based on your computer's operating system.] Click "Open" and the template/form displays. Complete the template/form and save it on your computer. [We recommend that you create a folder on your "Desktop" or "C Drive" to save your Iowagrants.gov forms/templates.]

File Download

Do you want to open or save this file?

Name: Annual_Report_Assurances_SFY14.doc
Type: Microsoft Word 97 - 2003 Document
From: www.iowagrants.gov

Open   Save   Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
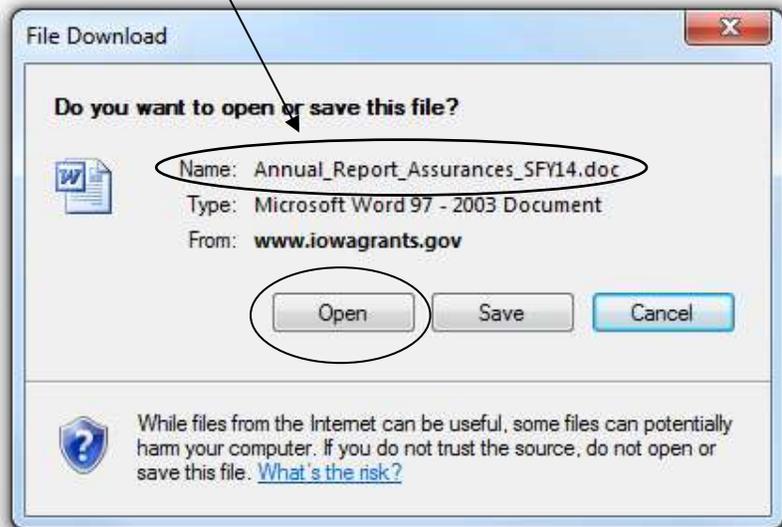
The template/form displays on your computer screen for you to complete and save.

5/10/19

Click here to download the Board Matrix template.

Board Matrix Attachment*

Click here to download the Community Plan Updates template.

Community Plan Updates*

Click here to download the Executive Summary template.

Executive Summary Attachment

Upload the template/form by clicking on the icon that is a 'page with a plus sign.' Note: This upload icon does not display on your screen until you click on 'Edit' and 'Save' on the page. [The screenshot on the previous page shows that the upload icon does not initially display.]
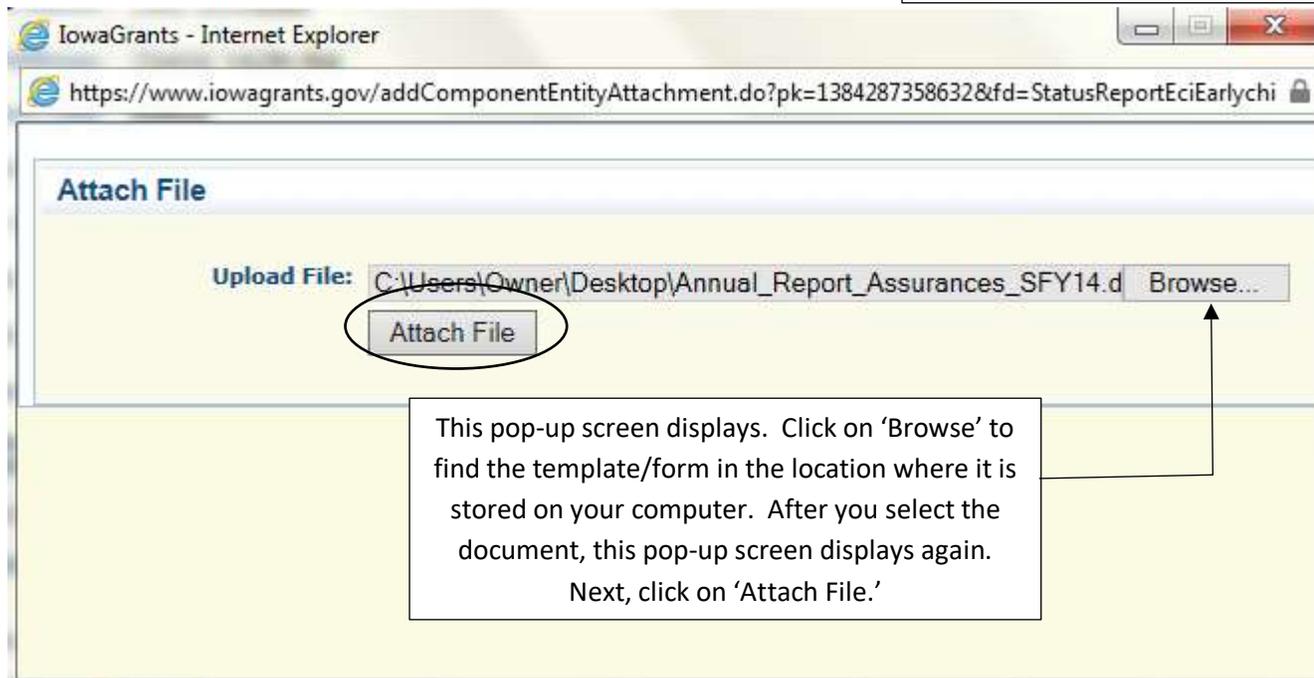
IowaGrants - Internet Explorer

https://www.iowagrants.gov/addComponentEntityAttachment.do?pk=1384287358632&fd=StatusReportEciEarlychi

Attach File

Upload File: C:\Users\Owner\Desktop\Annual_Report_Assurances_SFY14.d | Browse...

Attach File

This pop-up screen displays. Click on 'Browse' to find the template/form in the location where it is stored on your computer. After you select the document, this pop-up screen displays again. Next, click on 'Attach File.'

Click here to download the Assurances and Signature Page.

Assurances and Signature Page Attachment* Annual_Report_Assurances_SFY14.doc

Click here to download the Board Matrix template.

Board Matrix Attachment*

Click here to download the Community Plan Updates template.

Community Plan Updates*

Click here to download the Executive Summary template.

Executive Summary Attachment

> **NOTE: Assurances attachment is no longer part of the annual report. This screen print just provides an example.**
>
> The uploaded document file name and a document icon now displays. Once you have uploading the attachments and templates, click on 'Mark as Complete.'

DIRECT SERVICE and INDIRECT SERVICE Component Reports

Menu | Help | Log Out   Back | Print | Add | Delete | Edit | Save

Grant/Project Tracking

Status Report: 14-ECI TEST - 03

Grant:	14-ECI TEST-14-ECI TEST
Status:	Editing
Program Area:	Early Childhood Iowa
Grantee Organization:	ECI TA Team
Program Manager:	Tena Malone

> After selecting a DIRECT SERVICE or INDIRECT SERVICE component report, click on "Edit."

Instructions

If your board funds two or more dental programs, combine and report the performance measures data together.

Use the TAB key to move from one field to the next. When entering financial information, include both dollars and cents, example: 95234.22

Note: This is a two-part form; follow instructions carefully!
To begin entering information into this form, click "Edit" at the top of the form. You can complete all fields except the "Optional: Other Funding Expended and Source" field. Click "Save" at the top of the form. Now, the "Optional: Other Funding Expended and Source" field is available. If applicable, click "Add" to enter the source and funding amount in the fields. Next, click on "Save" at the top of the form. Repeat this process for each 'Optional Funding' entry in this section.

Dental - Direct Services   Mark as Complete | Go to Status Report Forms

Name of Program or Service

List the name of each contractor funded.

Contractor

Description

Indicate Program Type:

Link to Which Comm. Plan Priority or Priorities

Completing the fields for the "Dental – Direct Services" component report:

The first set of screenshots have blank fields, the second set has data entered in the fields and the third set provides screenshots after clicking on "Save."

Blank Fields

IMPORTANT: You can "ADD" other funding sources after saving the initial data you enter.

How much was done or produced (Output measures)

Age of children served (as of September 15)

Output Measures	# done or produced
Prenatal	0
Children 0 to 1 Year	0
Children 1 to 2 Years	0
Children 2 to 3 Years	0
Children 3 to 4 Years	
Children 4 to 5 Years	
Children 5 to 6 Years	

How well did we do it (Quality/Efficiency Measures)

Children Screened for [   ] [   ]
Achieved Measure

Of those Children Screened, % referred on for additional services or treatment [   ]
Achieved Measure

What Was the Change in Conditions for Those We Served (Outcome Measures)

% of children who need dental treatment that went to a dentist [   ]
# Achieved Measure

% of children who are cavity free [   ]
# Achived Measure

Return to Top

Data Entered in Fields

Dental - Direct Services

Name of Program or Service Bright Smilies

List the name of each contractor funded.

Contractor
ABC County Public Health

Description
Program provides screenings for dental cavities, fluoride varnish, and dental care education.

Indicate Program Type: Locally Developed Model

Link to Which Comm. Plan Priority or Priorities Healthy Children

How much was invested (input measures)

Fiscal investments must coincide with early childhood financial statement

Source	Amount
School Ready-Family Support	0
School Ready-Preschool	1500.00
School Ready-Quality	3000.00
School Ready-Other Programs/Services	1000.00
School Ready-Admin	0

Optional: Other Funding Expended and Source

Source	
	$0.00

How much was done or produced (Output measures)

Age of children served (as of September 15)

Output Measures	# done or produced
Prenatal	0
Children 0 to 1 Year	0
Children 1 to 2 Years	0
Children 2 to 3 Years	5
Children 3 to 4 Years	50
Children 4 to 5 Years	10
Children 5 to 6 Years	0

How well did we do it (Quality/Efficiency Measures)

Children Screened for Cavities 65
Achieved Measure

Of those Children Screened, % referred on for additional services or treatment 10
Achieved Measure

What Was the Change in Conditions for Those We Served (Outcome Measures)

% of children who need dental treatment that went to a dentist 8
# Achieved Measure

% of children who are cavity free 55
# Achived Measure

Data Saved

Dental - Direct Services

Mark as Complete | Go to Status Report Forms

Name of Program or Service Bright Smilies

List the name of each contractor funded.

Contractor ABC County Public Health

Description Program provides screenings for dental cavities, fluoride varnish, and dental care education.

Indicate Program Type: Locally Developed Model

Link to Which Comm. Plan Priority or Priorities Healthy Children

How much was invested (input measures)
Fiscal investments must coincide with early childhood financial statement

Source	Amount
School Ready-Family Support	$0.00
School Ready-Preschool	$1,500.00
School Ready-Quality	$3,000.00
School Ready-Other Programs/Services	$1,000.00
School Ready-Admin	$0.00
Totals	**$5,500.00**

Optional: Other Funding Expended and Source — Add

Source	
	$0.00

You can now click on "Add" to identify other funding sources that supported the program, service or activity.

Total Funding

Total	$5,500.00

- -

Following are screenshots for adding other funding sources that supported the program, service or activity.

Optional: Other Funding Expended and Source

Source*		
		$0.00
		Amount

Optional: Other Funding Expended and Source

Source*	I-Smile	$1000.00
		Amount

After entering information in the two fields, click on "Save."

How much was invested (input measures)
Fiscal investments must coincide with early childhood financial statement

Source	Amount
School Ready-Family Support	$0.00
School Ready-Preschool	$1,500.00
School Ready-Quality	$3,000.00
School Ready-Other Programs/Services	$1,000.00
School Ready-Admin	$0.00
Totals	**$5,500.00**

Optional: Other Funding Expended and Source — Add

Source	
I-Smile	$1,000.00
	$1,000.00

The 'How much was invested' section now includes the other funding sources and the "Total Funding" amount is recalculated. If there is additional 'Other Funding,' click on 'Add' again to enter the information and repeat the same steps previously described.

Total Funding

Total	$6,500.00

How much was done or produced (Output measures)

Age of children served (as of September 15)

Output Measures	# done or produced
Prenatal	0
Children 0 to 1 Year	0
Children 1 to 2 Years	0
Children 2 to 3 Years	5
Children 3 to 4 Years	50
Children 4 to 5 Years	10
Children 5 to 6 Years	0
Totals	65

How well did we do it (Quality/Efficiency Measures)

Children Screened for	Cavities	65 # Achieved Measure	65 # Possible	100.0% %
Of those Children Screened, % referred on for additional services or treatment	10 # Achieved Measure	65 # Possible	15.38% %
Cost per Child for the service	$6,500.00 Total Cost	65 # of Children	$100.00 $

What Was the Change in Conditions for Those We Served (Outcome Measures)

% of children who need dental treatment that went to a dentist	8 # Achieved Measure	10 # Possible	80.0% %
% of children who are cavity free	55 # Achived Measure	65 # Possible	84.62% %

Much of the data in this section updates and calculates automatically.

Dental - Direct Services   Mark as Complete | Go to Status Report Forms

Name of Program or Service	Bright Smilies
List the name of each contractor funded.	
Contractor	ABC County Public Health
Description	Program provides screenings for dental cavities, fluoride varnish, and dental care education.
Indicate Program Type:	Locally Developed Model
Link to Which Comm. Plan Priority or Priorities	Healthy Children

When you are finished updating/saving the component report, click on "Mark as Complete." *REMEMBER, you must 'select/open,' 'Edit,' 'Save' and 'Mark as Complete' each DIRECT SERVICE and INDIRECT SERVICE component report even if your board does not fund a program, services or activities in one of the types of services.*

After you mark a component report as complete, a 'checkmark' displays in the 'Complete?' column and the date displays in the 'Last Edited' column.

Components

Preview | Submit

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✔	
Board and Contact Information	✔	07/14/2015
Car Seat - Direct Services	✔	06/23/2015
Crisis/Emergency Care - Direct Services	✔	06/23/2015
Dental - Direct Services	✔	06/23/2015
Early Care & Education Scholarships - Direct Services	✔	06/23/2015
Early Care & Education Supportive Services - Direct Services	✔	06/23/2015
Health Prevention - Direct Services	✔	06/23/2015
Literacy - Direct Services	✔	06/23/2015
Prenatal/Postnatal - Direct Services	✔	06/24/2015
Transportation - Direct Services	✔	06/24/2015
Child Care Nurse Consultant - Indirect Services	✔	07/09/2015
Coordinated Intake - Indirect Services	✔	06/24/2015
Hawk-I Outreach - Indirect Services	✔	06/24/2015
Quality Improvement for Early Learning - Indirect Services	✔	06/24/2015
Preschool Scholarship Coordination - Indirect Services	✔	06/24/2015
Professional Development: Conferences - Indirect Services	✔	06/24/2015
Professional Development: Credit-bearing - Indirect Services	✔	06/24/2015
Professional Development: Training - Indirect Services	✔	06/24/2015
Public Awareness/Child Fairs - Indirect Services	✔	06/24/2015
Resource Libraries - Indirect Services	✔	06/24/2015
Technical Assistance: Consultation, Mentoring, Coaching - Indirect Services	✔	07/09/2015
WAGES - Indirect Services	✔	06/24/2015
Family Support - Home Visitation		07/14/2015
Family Support - Parent Education	✔	06/24/2015
Administrative Staff	✔	07/14/2015
Administrative Expenses	✔	07/08/2015
Financial Summary - Early Childhood Funds	✔	07/14/2015
Financial Summary - School Ready Funds	✔	07/08/2015
Financial Summary - Other Funding		06/24/2015
SFY15 Financial Statement Attachment		07/14/2015

FAMILY SUPPORT – HOME VISITATION and FAMILY SUPPORT – PARENT EDUCATION Component Report

The FAMILY SUPPORT component reports require input data to help you with verifying that the expenditures in the annual report balances with the financial statements. You will also attach your DAISEY Report to one of the Family Support reports. Remember to review the instructions on the form. Click on 'Edit,' complete the data fields, click on 'Save' and then click on 'Mark as Complete.'

Optional: Other Funding Expended and Source		Add
Source		Amount
foundation		$100.00
		$100.00

Total Funding

Total	$560.00

RedCap Report
Attach your RedCap Report here

RedCap Report 📎 Add

Instructions

If your board funds two or more family support home visitation programs, combine and report the performance measures data together.

Use the TAB key to move from one field to the next. When entering financial information, include both dollars and cents, example: 95234.22

Note: This is a two-part form; follow instructions carefully!
To begin entering information into this form, click "Edit" at the top of the form. You can complete all fields except the "Optional: Other Funding Expended and Source" field. Click "Save" at the top of the form. Now, the "Optional: Other Funding Expended and Source" field is available. If applicable, click "Add" to enter the source and funding amount in the fields. Next, click on "Save" at the top of the form. Repeat this process for each "Optional Funding" entry in this section.

Family Support - Home Visitation

Name of Program or Service	Home visitation services
Contractor	Lutheran Services
Description	Provides intensive in-home visitation services to families with children ages 0-3.
Indicated Program Type:	Research Based / Promising Practice ▾
Link to Which Comm. Plan Priority or Priorities	Securing and Nurturing Families
	Linked to all ECI Area priorities.

How much was invested (Input measures)
Fiscal investments must coincide with early childhood financial statement.

Source	
School Ready - Family Support	$150.00
School Ready-Preschool	$100.00
School Ready-Quality	$100.00
School Ready-Other/Undesignated	$100.00
School Ready-Admin	$10.00

Optional: Other Funding Expended and Source		Add
Source		Amount
foundation		$100.00
		$100.00

Total Funding

Total	$560.00

RedCap Report
Attach your RedCap Report here

RedCap Report 📎 Add ⬅ At this time, you are not required to upload the DAISEY Report. Click on 'Mark as Complete' when you are finished with this report.

Administrative Staff Component Report

The ADMINISTRATIVE STAFF component report (ECIA director, support staff, etc.) requires input data to help you with verifying that the expenditures in the annual report balances with the financial statements. Remember to review the instructions on the form. Click on 'Edit,' complete the data fields, click on 'Save' and then click on 'Mark as Complete.'

Administrative Staff (service coordination and collaboration)

Name of Administrative Staff	ABC Director
Employer of Record	County of Dubuque

How much was invested (Input measures)

Fiscal investments must coincide with early childhood financial statement

Source	
Early Childhood Admin	$100.00
~~School Ready~~	$100.00
School Ready-Quality	$100.00
School Ready-Other/Undesignated	$100.00
School Ready-Admin	$100.00

Optional: Other Funding Expended and Source

Source	Amount
dcat	$100.00
	$100.00

ADMINISTRATIVE EXPENSES Component Report

Follow the same process for completing the ADMINISTRATIVE EXPENSES component report as you did with the DIRECT SERVICE and INDIRECT SERVICE component report. Remember to review the instructions on the form. Click on 'Edit,' complete the data fields, click on 'Save' and then click on 'Mark as Complete.'

Instructions

Use the TAB key to move from one field to the next. Include both dollars and cents, example: 95234.22

Refer to Tool G for appropriate funds available for administrative expenses.

Administrative Expenses - Early Childhood Funds

Fiscal Investments Must Coincide With Early Childhood Financial Statements

Early Childhood Expenses/Fees	
Fiscal Agent Fees	$100.00
Liability Insurance Fees	$101.00
Financial Audit Fees	$102.00
Board Expenses	$103.00
Other (non program) describe below	$104.00

Description

Early Childhood Other (non-program) Description	travel expenses and mileage

Administrative Expenses - School Ready Funds

Fiscal Investments Must Coincide With School Ready Financial Statement

School Ready Funds Expenses/Fees	Admin	Quality	Other/Undesignated
Fiscal Agent Fees	$200.00	$201.00	$202.00
Liability Insurance fees	$200.00	$201.00	$202.00
Financial Audit fees	$200.00	$201.00	$202.00
Board Expenses	$200.00	$201.00	$202.00
Other (non-program) describe below	$200.00	$201.00	$202.00

Description

School Ready Other (non-program) Description	travel expenses

School Ready

School Ready Expenses/Fees	School Ready Family Support	School Ready Preschool Support
Financial Audit Fees	$300.00	$301.00

FINANCIAL SUMMARY Component Reports

For the FINANCIAL SUMMARY component reports (Early Childhood, School Ready and Other Funding), you are required to answer the confirmation question. Click on 'Edit,' select 'Yes,' and then click on 'Save.' The form auto calculates based on financial data you entered on other component reports. If you make adjustments on other forms, the totals also update on this form. After confirming that the summary report totals match the totals on your financial statements, click on 'Mark as Complete' for each of the FINANCIAL SUMMARY forms.

Confirmation_question   **Go to Status Report Forms**

Did you complete all the required forms?* Yes

School Ready - Quality

Funding	Direct Services	Indirect Services	ECI Director	Administrative Expenses	Total Expended
School Ready - Quality	$338.50	$152.00	$100.00	$1,005.00	$1,595.50

School Ready- Other/Undesignated

Funding	Direct Services	Indirect Services	ECI Director	Administrative Expenses	Total Expended
School Ready- Other/Undesignated	$423.00	$152.00	$100.00	$1,010.00	$1,685.00

School Ready- Admin

Funding	Direct Services	Indirect Services	ECI Director	Administrative Expenses	Total Expended
School Ready- Admin	$238.00	$152.00	$100.00	$1,000.00	$1,490.00

School Ready Funds Total

School Ready Funds Total	$6,659.50

FINANCIAL STATEMENT ATTACHMENT Component Report

For the FINANCIAL STATEMENT ATTACHMENT component report, you download and upload the financial statements for each of the funding sources (i.e., Early Childhood and School Ready). There are two difference attachments for each funding source. The 'XX' Financial Statement is the Excel document. The Certified 'XX' Financial Statement is the signed and scanned copy of the financial statement. Remember to 'Mark as Complete' after you upload the financial statements. **REMEMBER to put your ECIA's name on the financial statements.**

Click on the appropriate financial statement. Note: You can either download the financial statement from this screen or the next screen that displays.

Click on 'Browse' to find the financial statement in the location on your computer where it is stored and select. Enter a description in the 'Description' field and click on 'Save.'

Printing

You have two options for printing the annual report.

1. **Print each component report separately.** To do this, select the component report you want to print. Once the report displays on your screen, press and hold the 'Ctrl' key on your keyboard and press the 'P' key. The printing pop-up window displays for you to complete the necessary actions to begin printing. [Note: This is the computer shortcut method for printing.]

2. **Print the entire report.** On the main Components page that lists all the forms in the annual report, press and hold the 'Ctrl' key on your keyboard and press the 'P' key. The printing pop-up window displays for you to complete the necessary actions to begin printing. Note: A continuous report generates for all component reports even if you do not enter data in a report.

🗔 Menu | 👤 Help | 🗐 Log Out		↩ Back | 🖨 Print | ➕ Add | ✖ Delete | ✏ Edit | 💾 Save

💰 **Grant Tracking**

Status Report: test001 - 01

Grant:	test001-Test_grant
Status:	Editing
Program Area:	Early Childhood Iowa
Grantee Organization:	ECI TA Team
Program Manager:	Tami Foley

Components   **Preview** \| **Submit**

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✔	
Board and Contact Information	✔	07/14/2015
Car Seat - Direct Services	✔	06/23/2015
Crisis/Emergency Care - Direct Services	✔	06/23/2015
Dental - Direct Services	✔	06/23/2015
Early Care & Education Scholarships - Direct Services	✔	06/23/2015
Early Care & Education Supportive Services - Direct Services	✔	06/23/2015
Health Prevention - Direct Services	✔	06/23/2015
Literacy - Direct Services	✔	06/23/2015
Prenatal/Postnatal - Direct Services	✔	06/24/2015
Transportation - Direct Services	✔	06/24/2015
Child Care Nurse Consultant - Indirect Services	✔	07/09/2015
Coordinated Intake - Indirect Services	✔	06/24/2015
Hawk-I Outreach - Indirect Services	✔	06/24/2015
Quality Improvement for Early Learning - Indirect Services	✔	06/24/2015
Preschool Scholarship Coordination - Indirect Services	✔	06/24/2015
Professional Development: Conferences - Indirect Services	✔	06/24/2015
Professional Development: Credit-bearing - Indirect Services	✔	06/24/2015
Professional Development: Training - Indirect Services	✔	06/24/2015

Submitting

Once you have entered all the data in the component reports and uploaded templates and forms, you are ready to submit the annual report for your ECIA. All component reports **MUST** be 'Marked as Complete' in order to be able to submit your report even if your board did not fund a program, service or activity for that type of service. When all component reports are 'Marked as Complete,' click on 'Submit.' Note: Once you submit your report, you are no longer able the make changes or updates. You must contact the ECI State Office to 'unlock' the report. Once the report is unlocked, you can make updates. After making changes to your report, you must click on the 'Submit' button again.

Status Report: test001 - 01

Grant:	test001-Test_grant
Status:	Editing
Program Area:	Early Childhood Iowa
Grantee Organization:	ECI TA Team
Program Manager:	Tami Foley

Components   **Preview Submit**

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	
Board and Contact Information	✓	07/14/2015
Car Seat - Direct Services	✓	06/23/2015
Crisis/Emergency Care - Direct Services	✓	06/23/2015
Dental - Direct Services	✓	06/23/2015
Early Care & Education Scholarships - Direct Services	✓	06/23/2015
Early Care & Education Supportive Services - Direct Services	✓	06/23/2015
Health Prevention - Direct Services	✓	06/23/2015
Literacy - Direct Services	✓	06/23/2015
Prenatal/Postnatal - Direct Services	✓	06/24/2015
Transportation - Direct Services	✓	06/24/2015
Child Care Nurse Consultant - Indirect Services	✓	07/09/2015
Coordinated Intake - Indirect Services	✓	06/24/2015
Hawk-I Outreach - Indirect Services	✓	06/24/2015
Quality Improvement for Early Learning - Indirect Services	✓	06/24/2015
Preschool Scholarship Coordination - Indirect Services	✓	06/24/2015
Professional Development: Conferences - Indirect Services	✓	06/24/2015
Professional Development: Credit-bearing - Indirect Services	✓	06/24/2015