

**INDIANA**  
**DEPARTMENT *of***  
**EDUCATION**

# SFIG

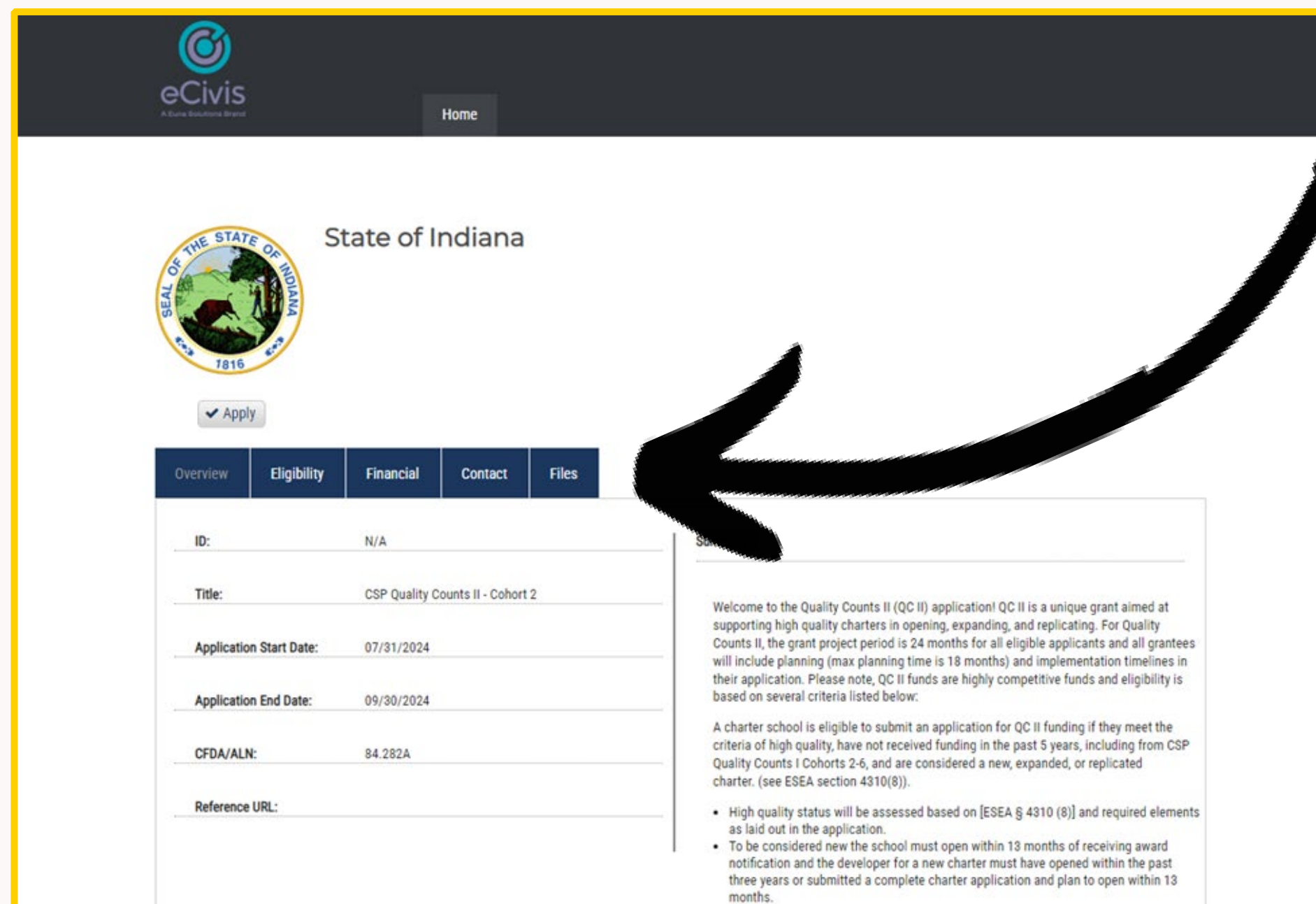
## Application Guide

Tip: have two screens  
to view this  
presentation and  
follow the instructions  
at the same time!

[Click here to begin!](#)

This page should now be open

Click the “Files” tab



eCivis  
A Kona Solutions Brand

Home

SEAL OF THE STATE OF INDIANA  
1816

State of Indiana

Apply

Overview	Eligibility	Financial	Contact	Files
ID:	N/A			
Title:	CSP Quality Counts II - Cohort 2			
Application Start Date:	07/31/2024			
Application End Date:	09/30/2024			
CFDA/ALN:	84.282A			
Reference URL:				

Welcome to the Quality Counts II (QC II) application! QC II is a unique grant aimed at supporting high quality charters in opening, expanding, and replicating. For Quality Counts II, the grant project period is 24 months for all eligible applicants and all grantees will include planning (max planning time is 18 months) and implementation timelines in their application. Please note, QC II funds are highly competitive funds and eligibility is based on several criteria listed below:

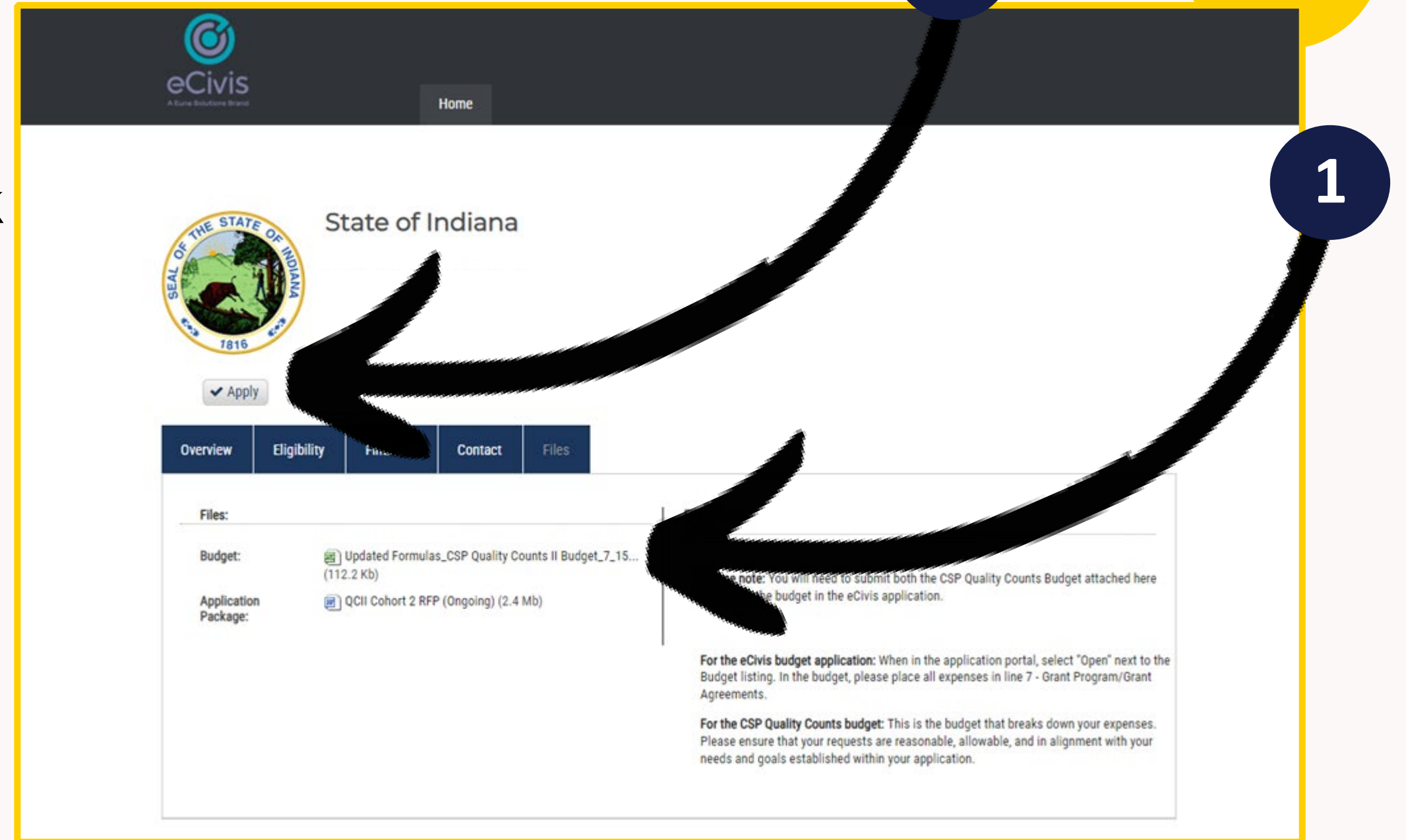
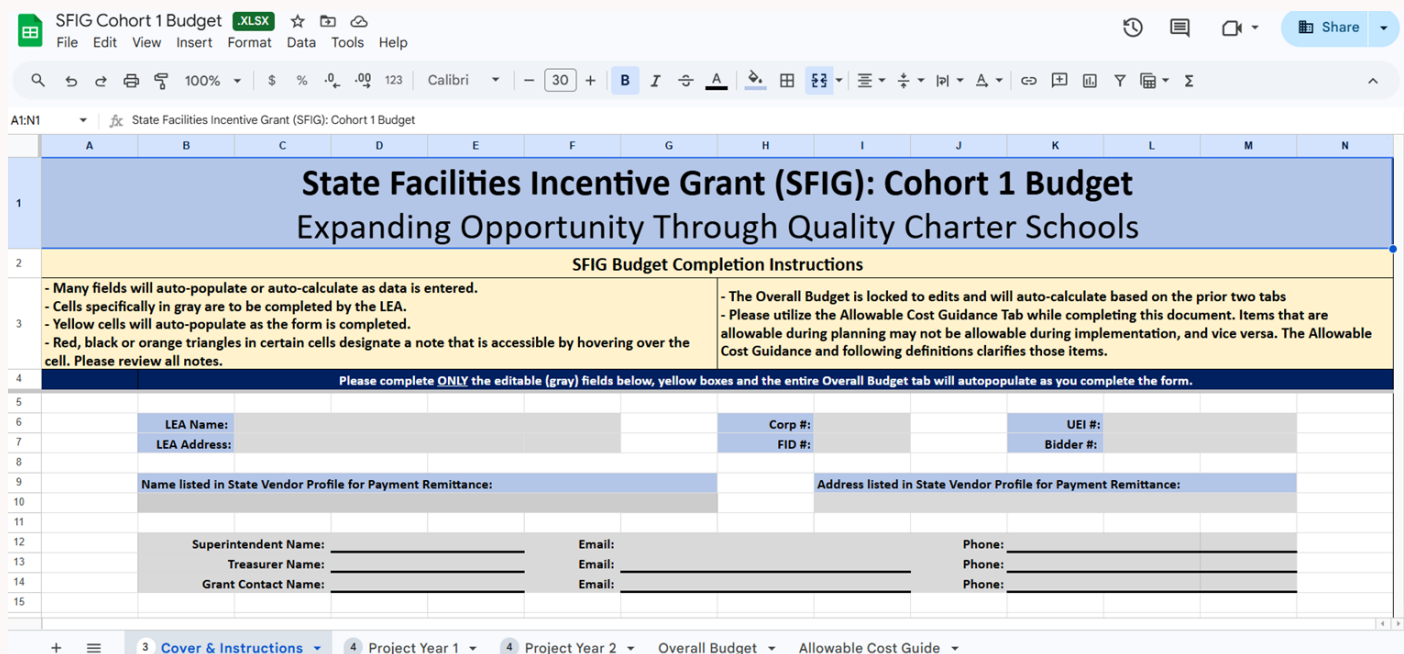
A charter school is eligible to submit an application for QC II funding if they meet the criteria of high quality, have not received funding in the past 5 years, including from CSP Quality Counts I Cohorts 2-6, and are considered a new, expanded, or replicated charter. (see ESEA section 4310(8)).

- High quality status will be assessed based on [ESEA § 4310 (8)] and required elements as laid out in the application.
- To be considered new the school must open within 13 months of receiving award notification and the developer for a new charter must have opened within the past three years or submitted a complete charter application and plan to open within 13 months.

Click the Excel file to download the Detailed Budget

(not present on example) Also click the Assurances and Authorizer Letter of Support documents to download

Click the “Apply” button



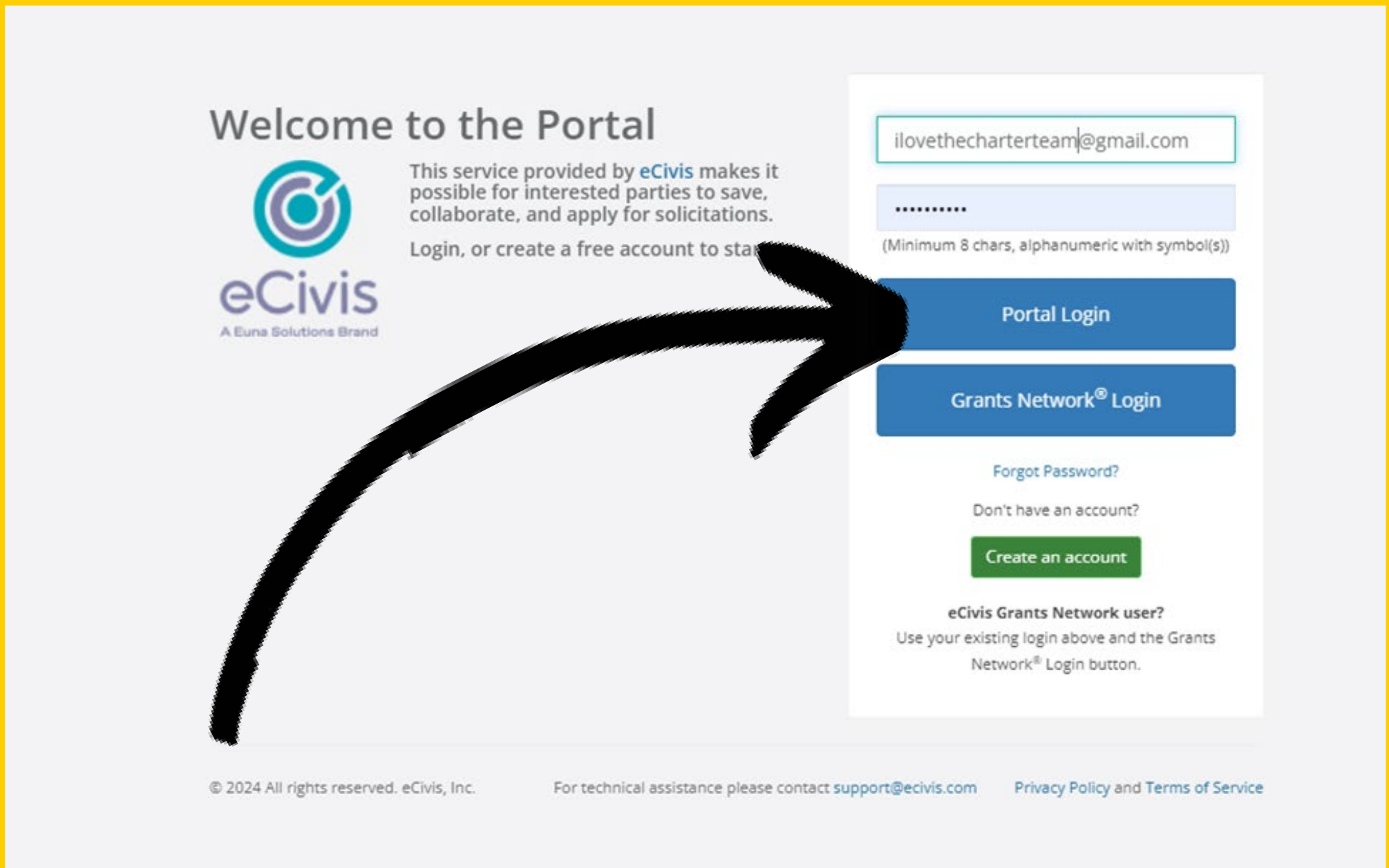
← This is the budget that just downloaded. Complete and save this in Excel. Later in the presentation you'll see where to upload it. The assurances document will need a non-electronic signature and also to be uploaded later.

Welcome to the Euna Portal Log in!

You will need to create an account.

Once you do, you will use the

“Portal Login” button



Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Login, or create a free account to start

ilovethecharterteam@gmail.com

.....  
(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network<sup>®</sup> Login

Forgot Password?

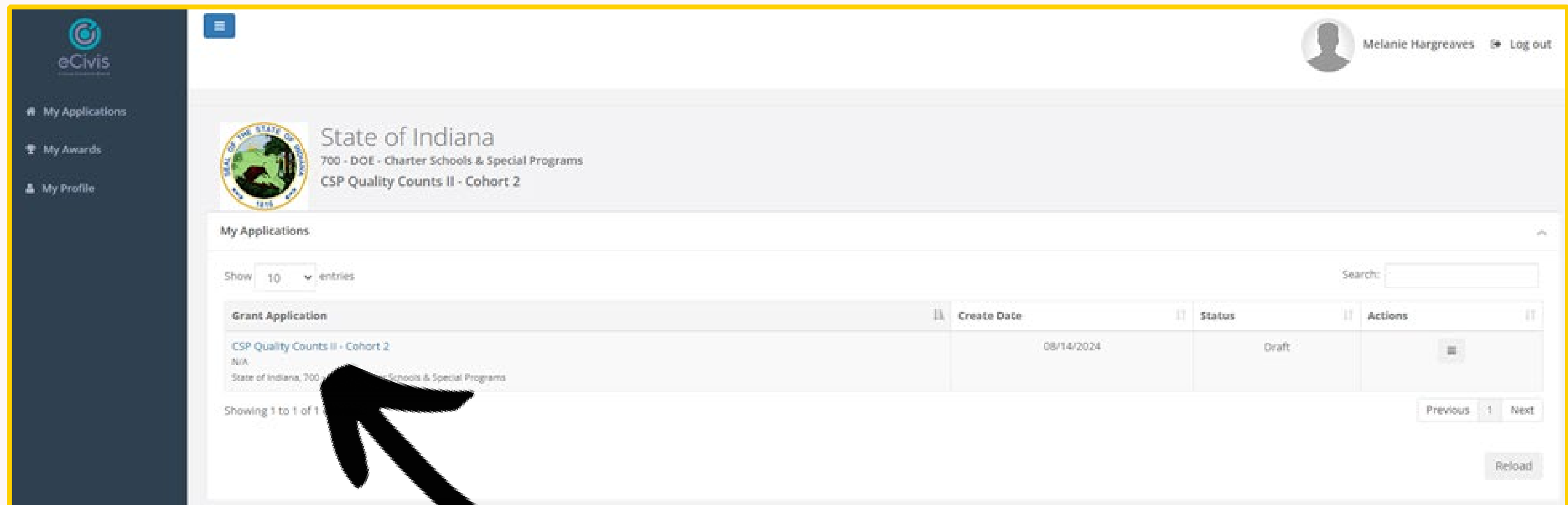
Don't have an account?

Create an account

eCivis Grants Network user?  
Use your existing login above and the Grants Network<sup>®</sup> Login button.

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You're in! Click the "SFIG Cohort 1" button.



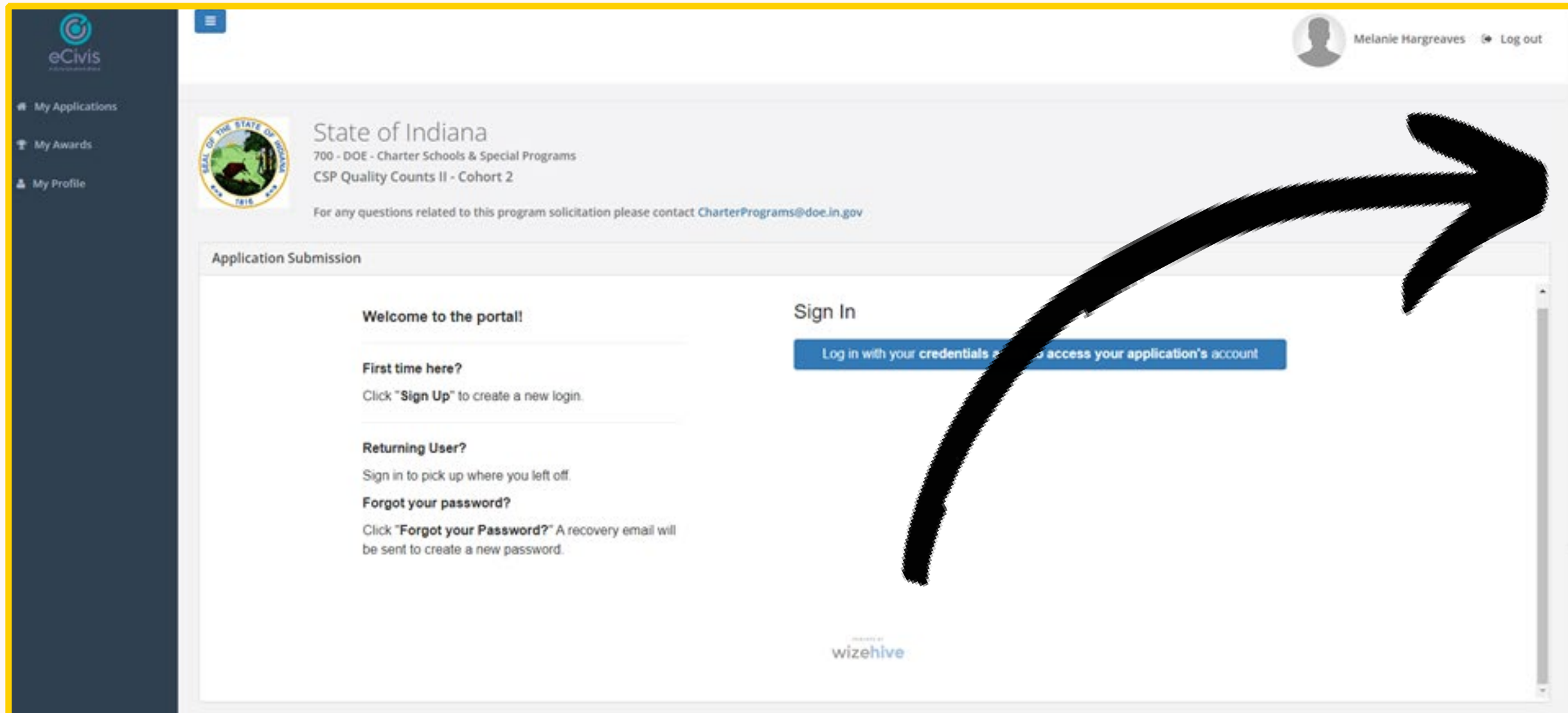
The screenshot displays the eCivis user interface. On the left is a dark sidebar with the eCivis logo and navigation links for 'My Applications', 'My Awards', and 'My Profile'. The main content area shows the user's profile 'Melanie Hargreaves' with a 'Log out' link. Below this is the header for the 'State of Indiana' with the address '700 - DOE - Charter Schools & Special Programs' and 'CSP Quality Counts II - Cohort 2'. The 'My Applications' section features a table with one entry:

Grant Application	Create Date	Status	Actions
CSP Quality Counts II - Cohort 2 N/A State of Indiana, 700 - DOE - Charter Schools & Special Programs	08/14/2024	Draft	[Edit]

Below the table, it says 'Showing 1 to 1 of 1' and includes 'Previous', 'Next', and 'Reload' buttons. A large black arrow points from the bottom center towards the application entry in the table.

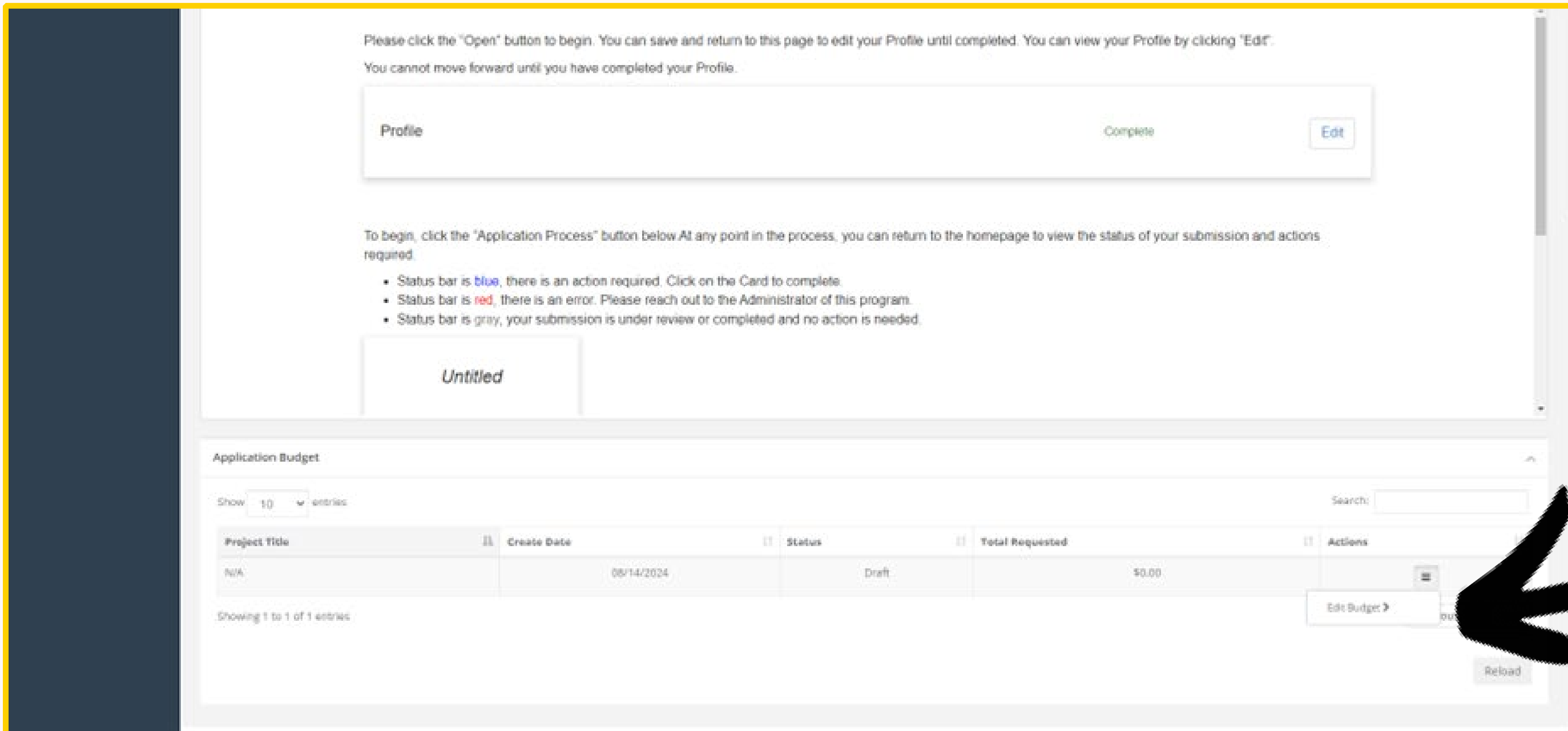
Your screen should now look like this

Before you begin the application, scroll on the outer scroll bar down to “Application Budget”



The screenshot displays the eCivis application submission interface. On the left, a dark sidebar contains navigation links for 'My Applications', 'My Awards', and 'My Profile'. The main content area features the State of Indiana logo and contact information for the Department of Education (DOE) regarding Charter Schools & Special Programs. Below this, the 'Application Submission' section includes a 'Welcome to the portal!' message and a 'Sign In' section with a prominent blue button. A large black arrow is overlaid on the page, pointing from the bottom left towards the top right, specifically highlighting the scroll bar on the right side of the content area.

Once under the “Application Budget” section, click the 3 lines on the right, then click “Edit Budget”



Please click the "Open" button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking "Edit".  
You cannot move forward until you have completed your Profile.

Profile Complete Edit

To begin, click the "Application Process" button below. At any point in the process, you can return to the homepage to view the status of your submission and actions required.

- Status bar is **blue**, there is an action required. Click on the Card to complete.
- Status bar is **red**, there is an error. Please reach out to the Administrator of this program.
- Status bar is **gray**, your submission is under review or completed and no action is needed.

Untitled

Application Budget

Show 10 entries Search:

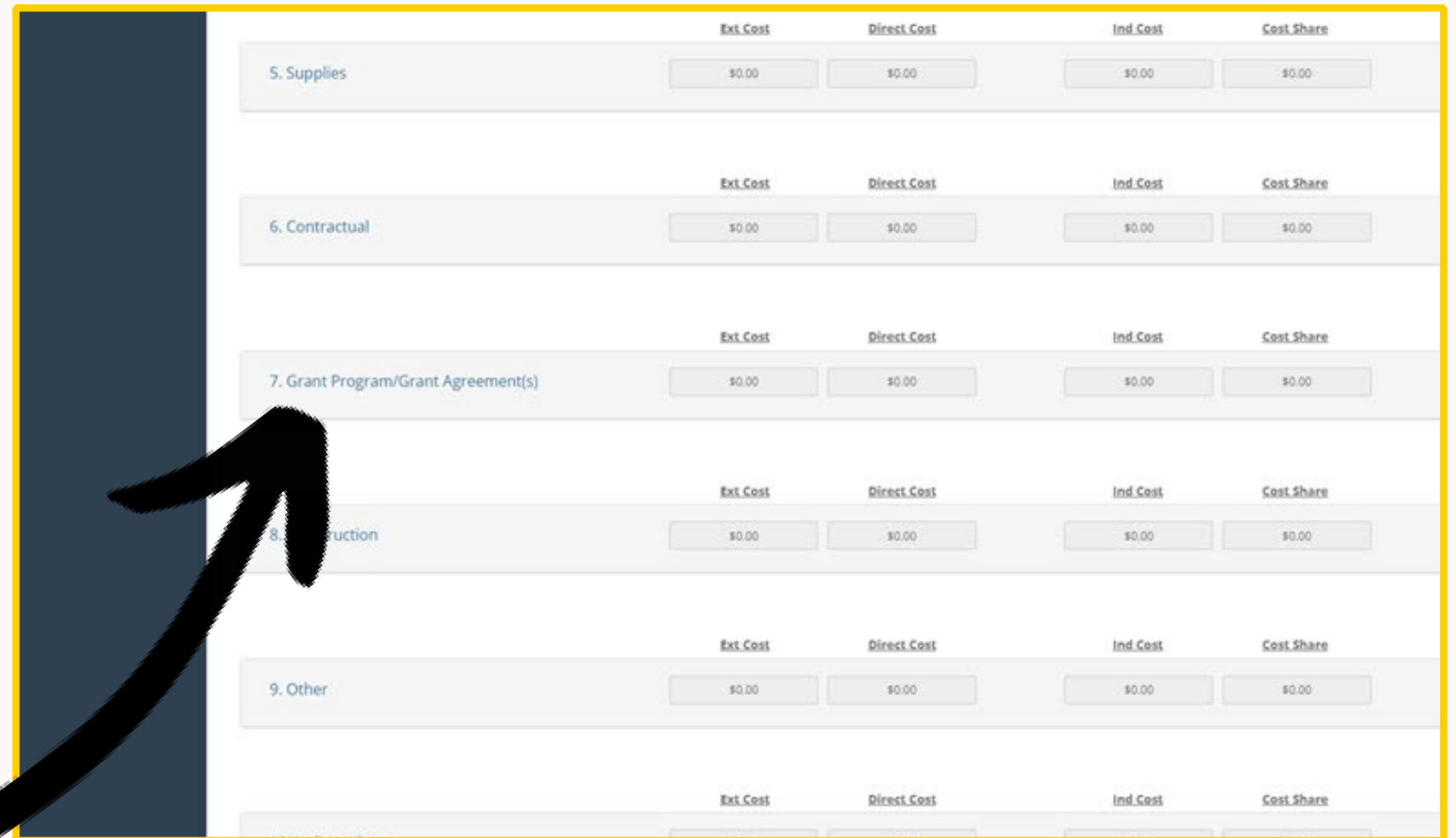
Project Title	Create Date	Status	Total Requested	Actions
N/A	05/14/2024	Draft	\$0.00	<span>Edit Budget</span> <span>bu</span>

Showing 1 to 1 of 1 entries

Reload

Allow the page to load, then  
scroll down to line item 7

Click the text “7. Grant  
Program/Grant Agreement(s)”



	Ext. Cost	Direct Cost	Ind. Cost	Cost Share
5. Supplies	\$0.00	\$0.00	\$0.00	\$0.00
6. Contractual	\$0.00	\$0.00	\$0.00	\$0.00
7. Grant Program/Grant Agreement(s)	\$0.00	\$0.00	\$0.00	\$0.00
8. Construction	\$0.00	\$0.00	\$0.00	\$0.00
9. Other	\$0.00	\$0.00	\$0.00	\$0.00

Enter the amount you're requesting from the grant in the "cost" box

The amount you can request depends on ADM (note: amount requested is not a review criterion, it will not affect your application positively or negatively)

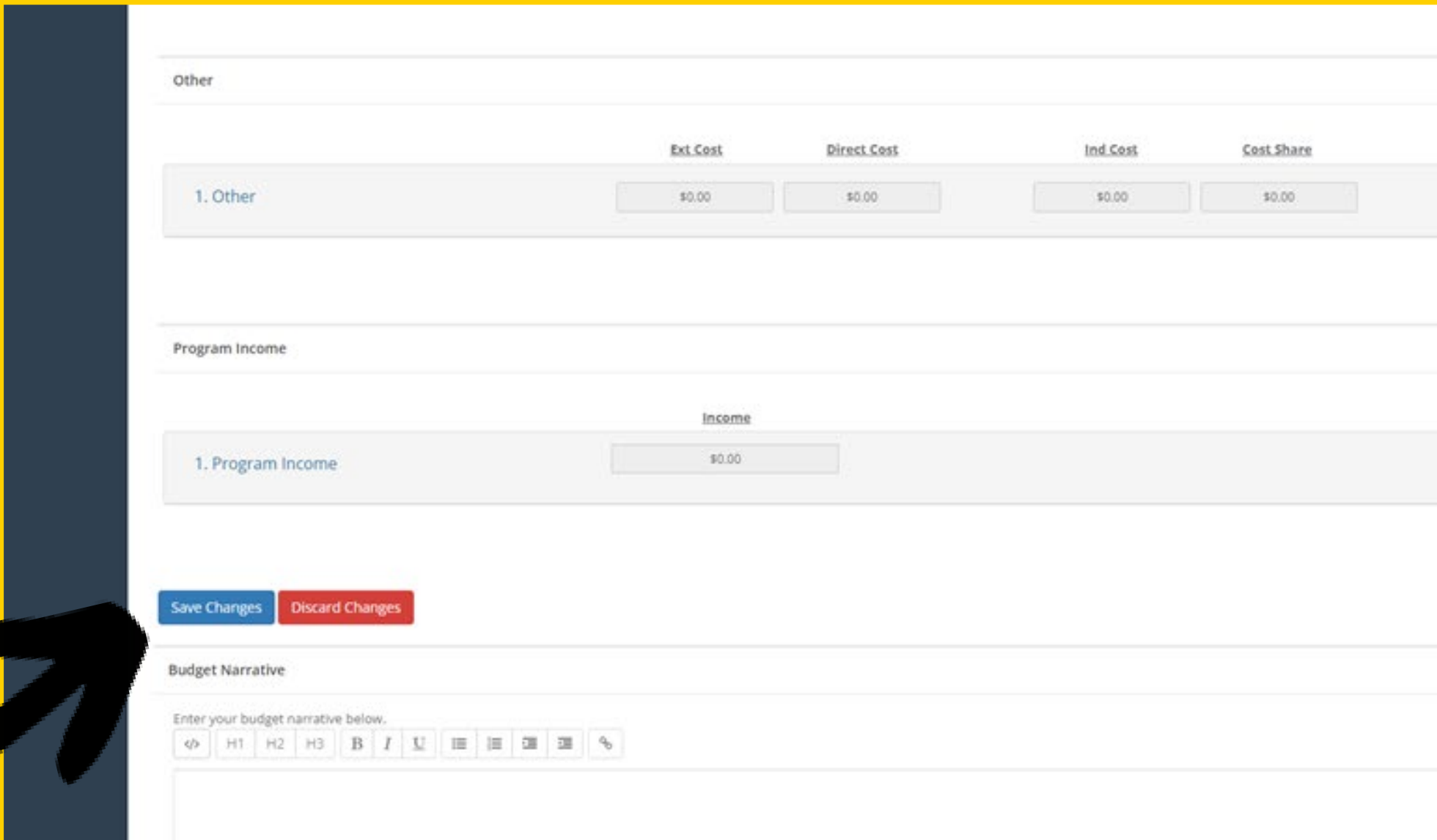
Because you completed this part, once awarded you will be able to use your Euna portal to check your grant spenddown

Scroll to the bottom of the page

7. Grant Program/Grant Agreement(s)							
				Ext. Cost	Direct Cost	Indirect Cost	Cost Share
Grant Program/Grant Agreement(s) Totals:				\$0.00	\$2,000,000.00	\$0.00	\$0.00
Title	Description	Units	Unit Cost	Extended Cost	Cost	Direct Cost	
Grant Program/Grant Agreement(s)	Grant Program/Grant Agreement(s)	0.00	\$0.00	\$0.00	\$2,000,000.00		
<a href="#">Add Row</a>							

Click “Save Changes”

Scroll to the top of the page



The screenshot shows a web interface for budget management. It features a table for 'Other' costs and a 'Program Income' section. At the bottom, there are two buttons: 'Save Changes' (blue) and 'Discard Changes' (red). A large black arrow points from the left side of the slide towards the 'Save Changes' button. Below the buttons is a 'Budget Narrative' section with a text area and a rich text editor toolbar.

	Ext. Cost	Direct Cost	Ind. Cost	Cost Share
1. Other	\$0.00	\$0.00	\$0.00	\$0.00







Program Income

	Income
1. Program Income	\$0.00

Save Changes Discard Changes

Budget Narrative

Enter your budget narrative below.

</> H1 H2 H3 B I U      

Click “Return to Application”

Allow page to load

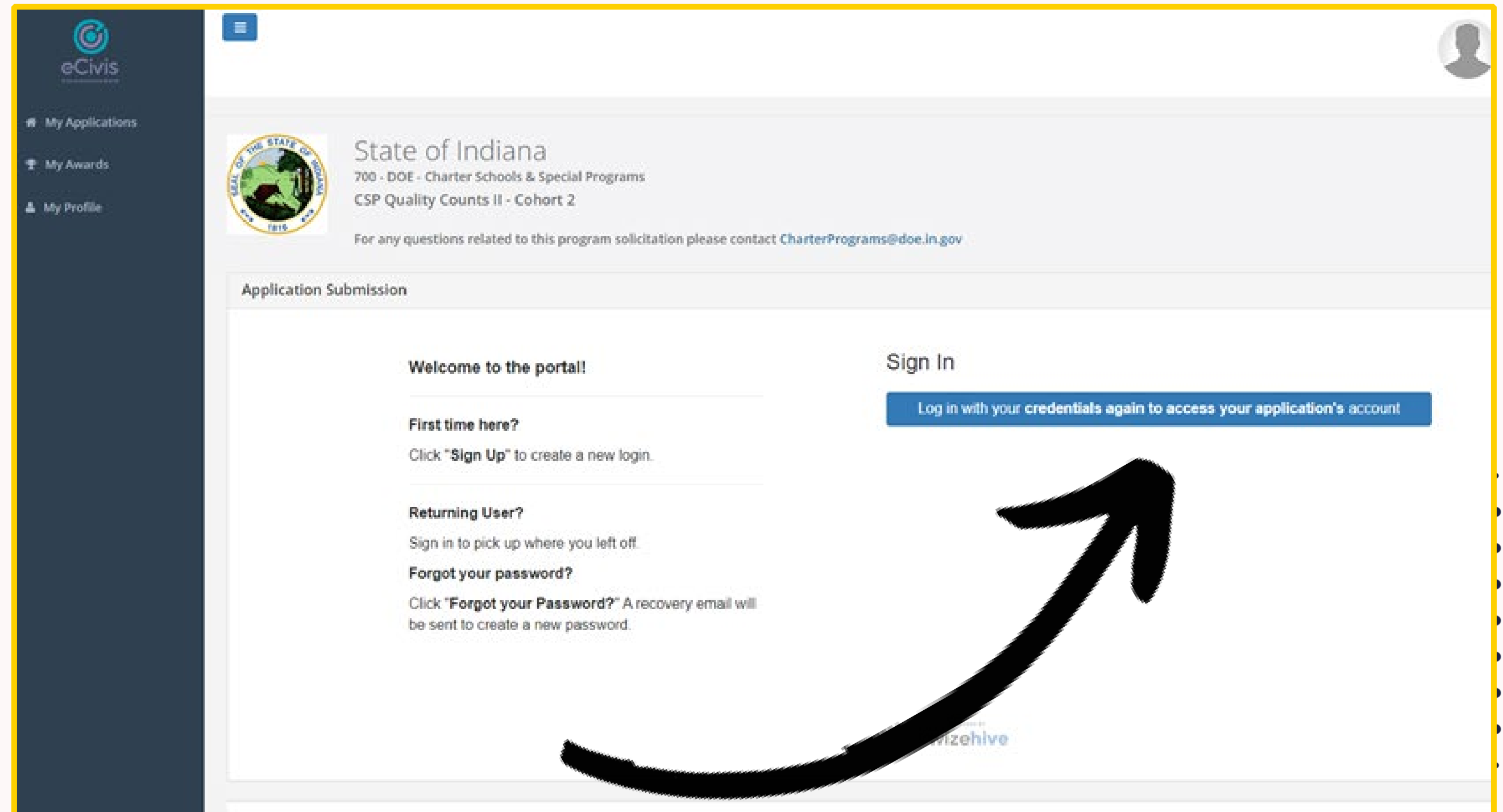
The screenshot displays the eCivis interface for an application budget. The left sidebar contains navigation links for 'My Applications', 'My Awards', and 'My Profile'. The main content area is titled 'Application Budget for Melanie Hargreaves' and includes the following details:

- Program: CSP Quality Counts II - Cohort 2
- Project name: N/A
- A blue button labeled 'Return to Application'.
- Budget Stage: Pre-Award
- Actions: Three icons representing different actions (a blue document icon, a red circle with a slash, and a green checkmark).
- Budget Summary table:

Value	Category	Value	Category
\$0.00	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$0.00	Total Amount (Direct + Indirect)		

Below the summary table, there are sections for 'Budget Settings' and 'Budget Items'.

Log in again



The screenshot displays the eCivis portal interface for the State of Indiana. The left sidebar contains navigation links for 'My Applications', 'My Awards', and 'My Profile'. The main content area features the state seal and the text: 'State of Indiana', '700 - DOE - Charter Schools & Special Programs', 'CSP Quality Counts II - Cohort 2', and contact information 'CharterPrograms@doe.in.gov'. Below this is a section titled 'Application Submission' with a 'Welcome to the portal!' message. To the right, a 'Sign In' button is highlighted with a blue box and contains the text 'Log in with your credentials again to access your application's account'. A large black arrow points from the bottom center towards this button. The footer includes the 'hive' logo.

Complete your Profile and save the changes, then return to this page

The screenshot displays the eCivis user interface for an application submission. The header includes the eCivis logo and the user's name, Melanie Hargreaves, with a 'Log out' option. The main content area is titled 'Application Submission' and features the State of Indiana logo and contact information for the Department of Education (DOE) Charter Schools & Special Programs. A progress bar shows the 'Profile' section as incomplete, with a 'Complete' button and an 'Edit' button. A large black arrow points from the 'Edit' button back to the 'Profile' label. Below the progress bar, there is a list of instructions and a status bar.

Please click the "Open" button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking "Edit".  
You cannot move forward until you have completed your Profile.

Profile Complete

To begin, click the "Application Process" button below. At any point in the process, you can return to the homepage to view the status of your submission and actions required.

- Status bar is **blue**, there is an action required to be completed.
- Status bar is **red**, there is an error. Please reach out to the support team.
- Status bar is **gray**, your submission is under review or completed and no further action is required.

Back at this page, Click the “Untitled” square to open the application

The screenshot displays the eCivis application submission interface. At the top left, the eCivis logo is visible. The main header area includes the State of Indiana logo and the text: "State of Indiana", "700 - DOE - Charter Schools & Special Programs", "CSP Quality Counts II - Cohort 2", and "For any questions related to this program solicitation please contact CharterPrograms@doe.in.gov". The user's name "Melanie Hargreaves" and a "Log out" link are in the top right corner. The main content area is titled "Application Submission" and contains instructions: "Please click the 'Open' button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking 'Edit'. You cannot move forward until you have completed your Profile." Below this is a card labeled "Profile" with a "Complete" button and an "Edit" button. Further down, there is a list of instructions: "To begin, click the 'Application Process' button below. At any point in the process, you can return to this page to view the status of your submission and actions required." followed by a bulleted list: "• Status bar is blue, there is an action required on the Card to complete.", "• Status bar is red, there is an error. Please contact the Administrator of this program.", and "• Status bar is gray, your submission is under review or completed and no further action is required." At the bottom of the page, there is a square labeled "Untitled". A large black arrow points from the "Complete" button area down to the "Untitled" square.

## Click the blue “Open” box

The screenshot displays the eCivis interface for the State of Indiana. The sidebar on the left contains navigation links for "My Applications", "My Awards", and "My Profile". The main content area is titled "Application Submission" and includes instructions for users. A table with two rows is shown, detailing the application process and current status. A large black arrow points to the "Open" button in the "Applications" row.

Application Process	Submit
When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.	There are 45 days remaining to submit this.
<b>Applications</b> Click "Open" to complete the next step. <ul style="list-style-type: none"><li>If you have saved or completed this step, you can click "Edit" to make changes before submitting.</li><li>Once you have submitted, you will be able to view but not make changes.</li></ul>	Action Required <b>Open</b>


# Complete the application

Please follow naming conventions and contact [ALittrell@doe.in.gov](mailto:ALittrell@doe.in.gov) with any questions

Use the “Save Draft” button to save your work and resume later

The screenshot shows a web application interface for the State of Indiana. The header includes the state seal and the text: "State of Indiana", "700 - DOE - Charter Schools & Special Programs", and "CSP Quality Counts II - Cohort 2". A contact email, [CharterPrograms@doe.in.gov](mailto:CharterPrograms@doe.in.gov), is provided for questions. The main content area is titled "Application Submission" and contains a section for "Applications". This section includes instructions on how to save drafts and mark applications as complete. Below the instructions are two input fields: "CSP Quality Counts II - Cohort II" (with a sample value "0123\_IDOESchool\_CSP\_Quality Counts II\_Cohort II") and "LEA Name". The bottom of the page shows an "Application Budget" section with a "Show 10 entries" dropdown and a search bar.

My Applications  
My Awards  
My Profile

 State of Indiana  
700 - DOE - Charter Schools & Special Programs  
CSP Quality Counts II - Cohort 2  
For any questions related to this program solicitation please contact [CharterPrograms@doe.in.gov](mailto:CharterPrograms@doe.in.gov)

Application Submission

Applications Save Draft **Mark Complete** Close

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

- You can save this form as a draft at any time by clicking "Save Draft" at the bottom of the page.
- When you have completed all required items, please click the "Mark Complete" button at the bottom of the page.

NOTE: When you have completed all required steps, be sure to click "Submit" on the next page.

**CSP Quality Counts II - Cohort II \***  
  
Please Enter Corp #\_School Name\_CSP\_Quality Counts II\_Cohort II An Example: 1111\_SchoolofHope\_CSPQualityCountsIICohort II

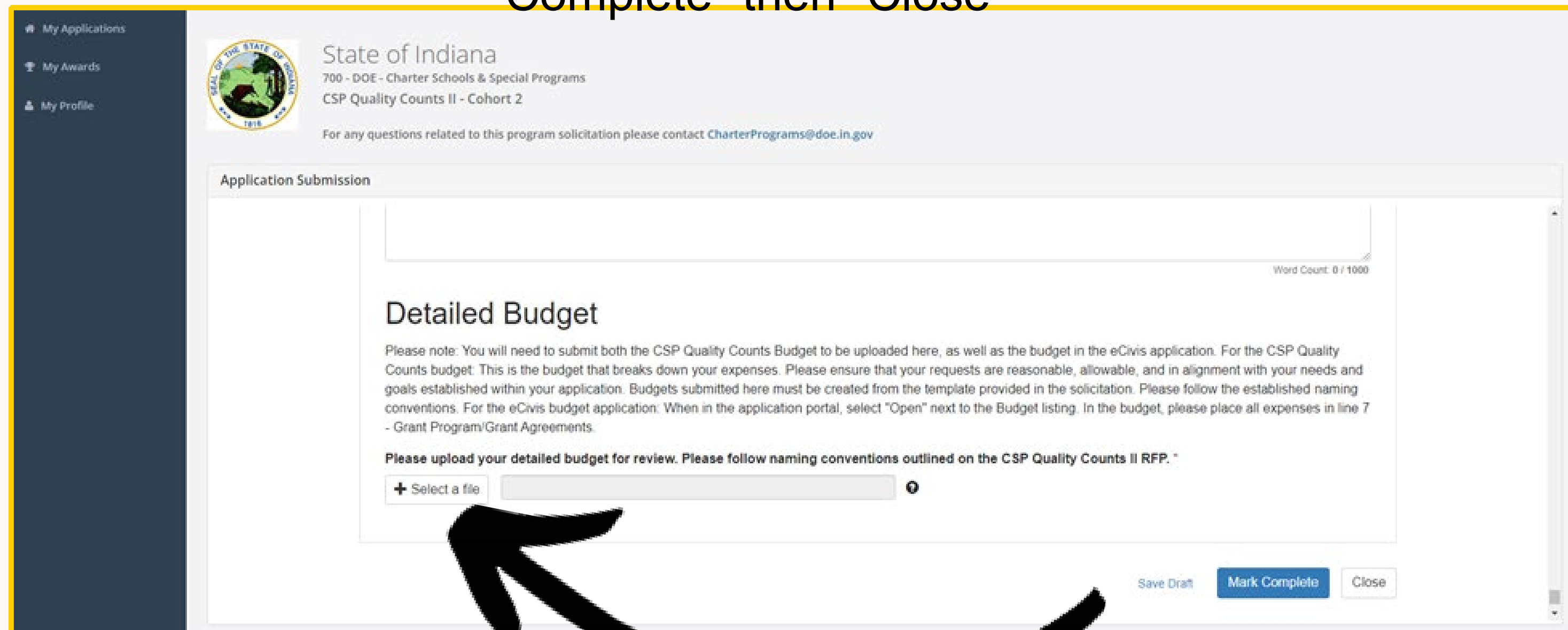
**LEA Name \***

Application Budget

Show 10 entries Search:

At the bottom of the page, upload the completed Excel file Detailed Budget you downloaded at the beginning of the presentation

Once all portions are complete and the budget is uploaded, click “Mark Complete” then “Close”

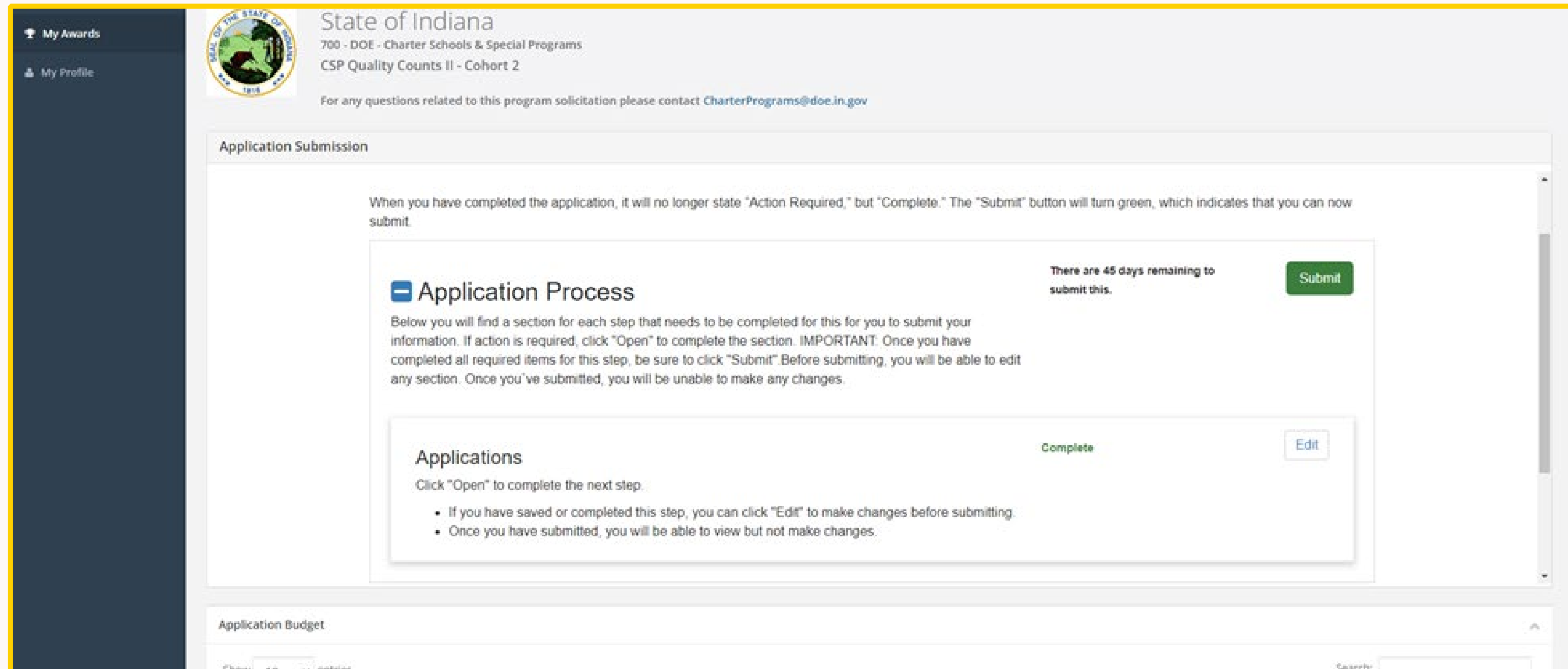


The screenshot displays the 'Application Submission' page for the State of Indiana, specifically for the 'CSP Quality Counts II - Cohort 2' program. The page includes a sidebar with navigation options: 'My Applications', 'My Awards', and 'My Profile'. The main content area features the state seal and program details, along with contact information for CharterPrograms@doe.in.gov. A 'Detailed Budget' section contains a text area with a 'Word Count: 0 / 1000' indicator and a file upload button labeled '+ Select a file'. A large black arrow points from the bottom of the page towards the file upload button. At the bottom right, there are three buttons: 'Save Draft', 'Mark Complete', and 'Close'.

Near the bottom of the page, there is a section to upload the Assurances and Authorizer Letter of Support documents you previously downloaded. This document requires a non-electronic signature.

Upload the completed and scanned document in this section.

Back in the application home page, the “Submit” button is now green  
Click to submit your finished application! You can check the status of your application in your Euna portal



State of Indiana  
700 - DOE - Charter Schools & Special Programs  
CSP Quality Counts II - Cohort 2  
For any questions related to this program solicitation please contact [CharterPrograms@doe.in.gov](mailto:CharterPrograms@doe.in.gov)

Application Submission

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

**Application Process**

Below you will find a section for each step that needs to be completed for this for you to submit your information. If action is required, click "Open" to complete the section. **IMPORTANT:** Once you have completed all required items for this step, be sure to click "Submit". Before submitting, you will be able to edit any section. Once you've submitted, you will be unable to make any changes.

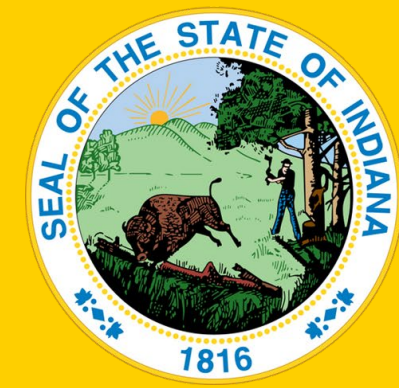
There are 45 days remaining to submit this. **Submit**

**Applications** Complete **Edit**

Click "Open" to complete the next step.

- If you have saved or completed this step, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

Application Budget



**INDIANA**  
**DEPARTMENT *of***  
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**THANK YOU**

Contact [charterprograms@doe.in.gov](mailto:charterprograms@doe.in.gov) with questions