



**Montana**

**Office of Public Instruction**

**ESSER Guidance Sessions - December**

# **E-Grants & ESSER Grant Challenges/Errors**

*Prepare, Prevent, and Respond*

December 13, 2022

# Speakers

Wendi Fawns, ESSER/EANS Director  
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Rebecca Brown, ESSER Program Manager  
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# Goals For This Session

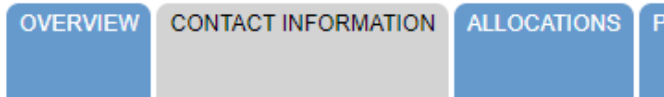
- Grant Contact Info/Security Changes
- Finding the ESSER Grants
- Grant Award Notification (GAN)
- Budget/Payments Pages
- Amendments
- Cash Requests
- Timeline for Cash Requests/Amendments
- Finding Feedback
- Final Expenditure Reports
- Common E-Grants Error Messages
- Wrap-Up and OPI Resources
- Q&A





# Contact Info

- When you go into the “Contact Information” tab at the top of your application, you will see the contact information that was current **when the application was submitted.**



- If you had an Authorized Representative (AR) or Clerk leave, their contact info will remain on the grant because they were the ones who submitted it.
- The grey boxes are automatically filled in from **OPI Contacts.**

\* Denotes required field

## Authorized Representative:

Last Name	<input type="text"/>	First Name	<input type="text"/>
Phone	<input type="text"/> <input type="text"/> <input type="text"/> ext. <input type="text"/>	Fax	<input type="text"/> <input type="text"/> <input type="text"/>
Summer Phone	* <input type="text"/> <input type="text"/> <input type="text"/> ext. <input type="text"/>	Email	<input type="text"/>

## District Clerk/Business Manager:

Last Name	<input type="text"/>	First Name	<input type="text"/>
Phone	<input type="text"/> <input type="text"/> <input type="text"/> ext. <input type="text"/>	Fax	<input type="text"/> <input type="text"/> <input type="text"/>
Summer Phone	* <input type="text"/> <input type="text"/> <input type="text"/> ext. <input type="text"/>	Email	<input type="text"/>



# Contact Info – Security Changes

- Despite your name(s) not showing on the Contact Tab, you have *all the rights of the previous staff members*
- To ensure that your name is listed on any new grants you submit, please have your Clerk go to **OPI Contact** and make that change.
  - **OPI Contact** can be found at: <https://apps.opi.mt.gov/osp/>
  - *It may take several weeks for the OPI Contact information to get the changes into E-Grants*

OPI Secure Portal

Please see the [July 2022 Compass newsletter](#) for the OPI Secure Portal announcement and Overview webinar.

Login

[Reset Password](#)  
[User Access Request Forms](#)  
[Frequently Asked Questions](#)

## To Modify an Existing E-Grants Account:

*Add or change access to an additional Legal Entity, or add additional roles or rights within a given Legal Entity*

1. Select **Manage User Accounts**.
2. On the **Manage User Accounts** page, the user will see a link with their name.
  1. If the user has the Authorized Representative role, the user will see a list of all users within their Legal Entity
3. **Amend Current Access** to add an additional business role to an existing assigned LE.
4. **Add Additional LE** to request access to a different LE.
5. Once all new requested access has been added to your screen, select **Request** to submit your request to the LE's AR.

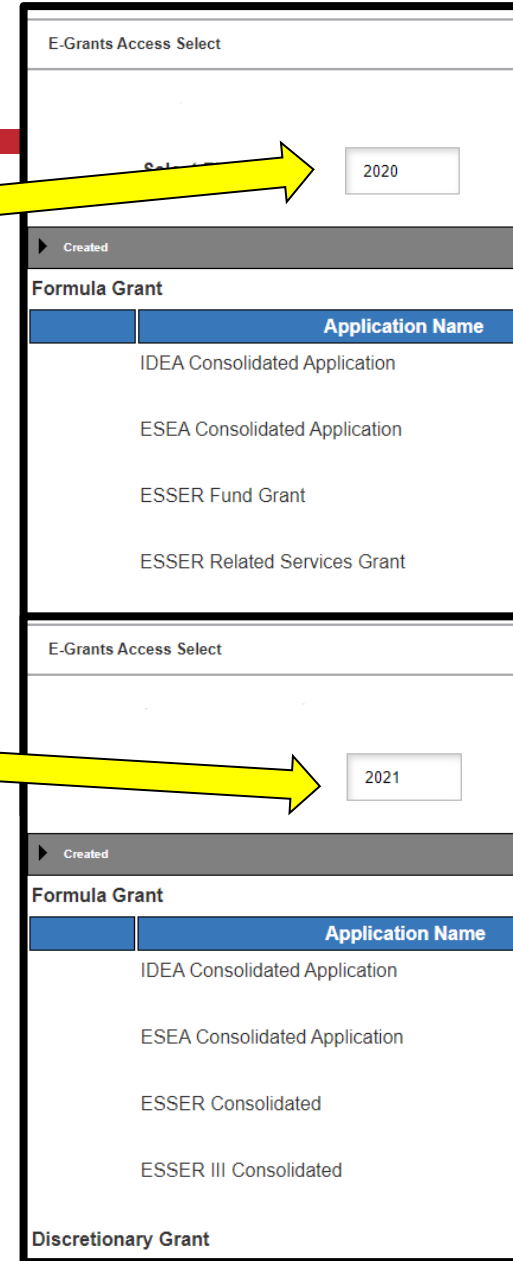
**NOTE: Only the Authorized Representative may remove a user's access from an LE. Non-AR users may not remove themselves.**

# Finding the ESSER Grants

OPI offered a more in-depth training in August, which you can view here:

<https://youtu.be/Fjpm7h49oek>

- Fiscal Year 2020 (2019-20)
  - **ESSER Fund Grant** – this is **ESSER I**
  - **ESSER Related Services Grant** – this is also **ESSER I**
- Fiscal Year 2021 (2020-21)
  - **ESSER Consolidated** – this is **ESSER II**
  - **ESSER III Consolidated** – this is **ESSER III**
  - **ARP Summer**
  - **ARP Afterschool**



The screenshot shows two instances of the 'E-Grants Access Select' interface. The top instance is for the year 2020, and the bottom instance is for the year 2021. Both instances show a 'Created' section with a 'Formula Grant' table. The table has a header 'Application Name' and lists several grant applications. In the 2020 instance, the listed applications are 'IDEA Consolidated Application', 'ESEA Consolidated Application', 'ESSER Fund Grant', and 'ESSER Related Services Grant'. In the 2021 instance, the listed applications are 'IDEA Consolidated Application', 'ESEA Consolidated Application', 'ESSER Consolidated', and 'ESSER III Consolidated'. Below the 2021 instance, a 'Discretionary Grant' section is partially visible.

Application Name
IDEA Consolidated Application
ESEA Consolidated Application
ESSER Fund Grant
ESSER Related Services Grant

Application Name
IDEA Consolidated Application
ESEA Consolidated Application
ESSER Consolidated
ESSER III Consolidated



# Grant Award Notification (GAN)

- In the E-Grants Access Select menu, navigate to the correct Fiscal Year (ESSER II and III are in fiscal year 2021)
- Next to each grant, under **Status**, you will see “[View GAN](#)”
- If the grant is under revision (an Amendment hasn't been approved yet), the GAN will not display because the grant isn't finalized.

Formula Grant

	Application Name	Revision	Status
	IDEA Consolidated Application	<a href="#">Amendment 1</a>	Final Approved <a href="#">View GAN</a>
	ESEA Consolidated Application	<a href="#">Amendment 2</a>	Final Approved <a href="#">View GAN</a>
	ESSER Consolidated	<a href="#">Original Application</a>	Final Approved <a href="#">View GAN</a>
	ESSER III Consolidated	<a href="#">Original Application</a>	Returned for Changes
	ARP – Homeless Children and Youth Grant	<a href="#">Amendment 3</a>	Not Submitted



# Budget Pages

## ESSER Consolidated (ESSER II), ESSER III Consolidated

- Different Budget Page for each Program (Base, Supplemental, etc)
- In the top right-hand side of the application page, there is a drop-down menu where you can find your different budget pages

## ESSER Fund (ESSER I), ESSER Related Services (ESSER I), ARP Summer, ARP Afterschool

- In these grants, there is a blue tab at the top named “Budget Pages”

Click dropdown to access program specific pages:

ESSER Consolidated
<b>ESSER Consolidated</b>
ESSER Base
School District Supplemental
Other Educational Institutions
Special Needs
School District Targeted
Supplemental Targeted

CONTROL APPLICATION PRINT

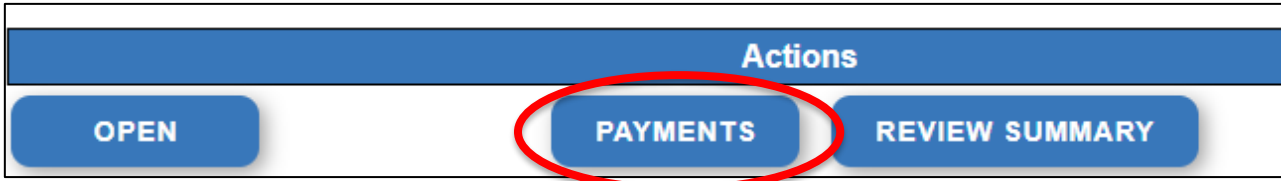
ARP AFTERSCHOOL INFORMATION	CONTACT INFORMATION	ALLOCATIONS	PROGRAM DETAIL	<b>BUDGET PAGES</b>
BUDGET DETAIL	BUDGET SUMMARY			

Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., \$



# Payments Menu – Payment Summary

- From the main E-Grants Access Select page...
- Click “**Payments**” button next to desired grant to see the Payment Summary page



Vendor 0000023560 001

[VIEW CASH REQUESTS/EXPENDITURE REPORTS](#)

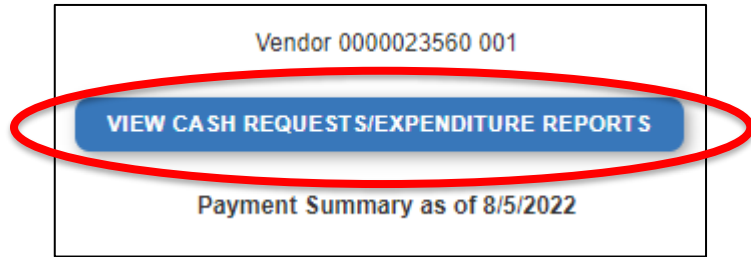
Payment Summary as of 8/5/2022

	ESSER_Fund
<b>Current Grant Year Allocation</b>	\$71,623
(+/-) Adjustments	\$0
(+/-) Consortiums	\$20,865
(+/-) Transfers	\$0
<b>Total Funds Available</b>	\$92,488
<b>Approved Budget --Original Application</b>	\$92,488
<b>Anticipated Payments</b>	
Auto-Scheduled	\$0
Cash Requests	\$92,488
<b>Total</b>	\$92,488
<b>Pending Payments</b>	
Auto-Scheduled	\$0
Approved Cash Requests	\$0
<b>Total</b>	\$0
<b>Completed Payments</b>	
Auto-Scheduled	\$0
Cash Requests	\$92,488
<b>Total</b>	\$92,488
<b>Remaining Payments</b>	
Auto-Scheduled	\$0
Cash Requests	\$0
<b>Total</b>	\$0
<b>Final PER Status</b>	



# Payments Menu – Cash Requests/FERs

In the Payment Summary menu, click “**View Cash Requests / Expenditure Reports**” button to see all Cash Requests and/or Expenditure Reports for that grant.



Cash Request/Expenditure Report Menu

Click for Instructions

Program:

**Cash Requests:**

Select an Cash Request from the list(s) below and press one of the following buttons:

Select	Cash Request	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input type="radio"/>	Cash Request 1	6/23/2020	6/29/2020	8/7/2020	Approved	8/7/2020

**Expenditure Reports:**

Select an Expenditure Report from the list(s) below and press one of the following buttons:

Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
--------	--------------------	-------	--------------	----------------	---------------------	--------	-------------

**Note: In ESSER II and III, you will have to select which Budget Page to view CRs and FERs in.**

- Select program...
- Select program...
- ESSER\_Base
- School\_Dist\_Supplemental
- Other\_Eductl\_Institutions
- Special\_Needs
- School\_District\_Targeted
- Supplemental\_Targeted



# Payments Menu – Individ. Cash Requests

- Select the Cash Request you want to look at...
- Click “Open Request” button to see individual expenses

Select	Cash Request	Date Created
<input checked="" type="radio"/>	Cash Request 1	6/23/2020

**OPEN REQUEST**



# Amendments

When completing an Amendment, there are 5 steps to the process:

1. Create Amendment
2. Unlock Pages
3. Update Budget Pages
4. Write Amendment Description
5. Submit (*remember the AR must submit to OPI*)

OPI offered a more in-depth training in September, which you can view here:  
<https://youtu.be/ShOlw9eLo2Q>



# Amendment Description – E-Grants Amendment Template

- ✓ From [category] / [\$\$amount]
- ✓ To [category] / [\$\$amount]
- ✓ For the purpose of/to purchase [xx]
- ✓ In response to [xx related to covid]
- ✓ To prevent [xx related to covid]
- ✓ To prepare for [xx related to covid]
- ✓ Specifically, how does it relate to student gains?

Cash Requests will need to use the same language as your Budget / Amendments, so make sure you are consistent!

You only get 500 characters, so you must keep your description short and succinct.

If your amendment involves an item/project over \$5k and the OPI preapproval process, you must also include this language: **Project Title (Board approval mmm/yy, OPI approved mmm/yy).**



# Where is My Amendment in the Workflow?

These are **Status** options you may see when in the E-Grants Access Select page:

- **Not Submitted** – you haven't submitted it yet
- **Submitted for Local Review** – Application has been submitted to AR
- **Submitted to OPI** – OPI is reviewing
- **Final Approved** – OPI has approved and returned
- **Returned for Changes** – OPI has returned for you to edit and resubmit

Application Name	Revision	Status	
IDEA Consolidated Application	Original Application	Final Approved	9/3/2020
ESEA Consolidated Application	Original Application	Submitted for Local Review	8/2/2022
ESSER Consolidated	Amendment 1	Not Submitted	
ESSER Consolidated	Amendment 1	Submitted To OPI	/26/2022
ESSER III Consolidated	Original Application	Returned for Changes	9/10/2021

# View Previous and Current Amendments

- In the “E-Grants Access Select” page, you can see all grants within the fiscal year
- Click on the box next to desired grant
  - This is a drop-down menu which shows all amendments
- Select desired amendment
- Select “Open” button to view amendment

Select Fiscal Year:

Created

Application Name	Revision	Status	Date	Actions
IDEA Consolidated Application	Original Application	Final Approved	9/28/2020	<input type="button" value="OPEN"/> <input type="button" value="Amend"/> <input type="button" value="PAYMENTS"/> <input type="button" value="REVIEW SUMMARY"/> <input type="button" value="Delete Application"/>
ESEA Consolidated Application	Amendment 1	Final Approved <small>View GAN</small>	5/18/2021	<input type="button" value="OPEN"/> <input type="button" value="Amend"/> <input type="button" value="PAYMENTS"/> <input type="button" value="REVIEW SUMMARY"/> <input type="button" value="Delete Application"/>
ESSER Consolidated	Amendment 1	Final Approved <small>View GAN</small>	8/16/2021	<input type="button" value="OPEN"/> <input type="button" value="AMEND"/> <input type="button" value="PAYMENTS"/> <input type="button" value="REVIEW SUMMARY"/> <input type="button" value="Delete Application"/>
ESSER III Consolidated	Amendment 4	Final Approved <small>View GAN</small>	5/3/2022	<input type="button" value="OPEN"/> <input type="button" value="AMEND"/> <input type="button" value="PAYMENTS"/> <input type="button" value="REVIEW SUMMARY"/> <input type="button" value="Delete Application"/>

Discretionary Grant

Amendment 3

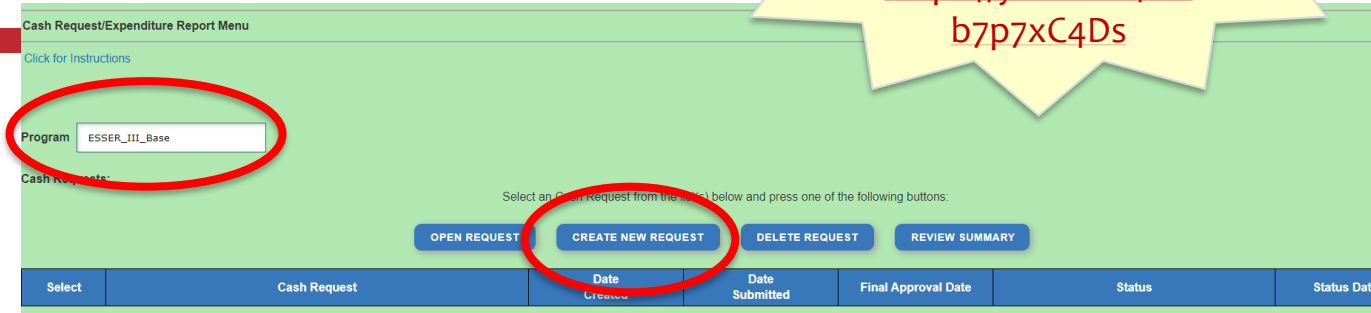
Amendment 3

Amendment 2

Amendment 1

Original Application

# Cash Requests – Creating



- In the Cash Request/Expenditure Report menu...
- ESSER II or III: Select desired Program (Budget Page) to request out of
  - ESSER I, ARP Summer, ARP Afterschool don't have pages to select from
- Click “Create New Request” button to start a new Cash Request

Final Approved Budget Amounts by Object Code	100 Personal Service-Salaries	200 Employee Benefits	300 Purchased Professional and Technical	400 Purchased Property Services	500 Other Purchased Services	600 Supplies	700 Property & Equipment	800 Other Objects
	\$135,388	\$33,800	\$145,840	\$182,830	\$117,000	\$542,176	\$4,680,000	\$0

Object Code	Use of Funds	Expenditure Description and Itemization (1000 Character Maximum)	Final Approved Budget	Previously Requested	Cash Request	Delete Row
<input type="text"/>	<input type="text"/>	<input type="text"/>			0	<input type="checkbox"/>

Cash Request Language in the “Expenditure Description and Itemization” **must match Descriptions in the Grant** (use template!)

- Create line items for the expenditures you wish to purchase
- Enter “End Period Expense” date
- Select “Calculate Totals” at bottom

- Both Budget and Amendments
- **Audit Trail** – an auditor needs to be able to see direct connections from Budget → Amendment → Cash Request

- Upload receipt/paystubs  Please upload supporting information files. File names should not include special characters (i.e. #, \$, % etc.)  No file chosen
- Select “Save Page”





# Cash Requests and Budget Pages

## – Use of Funds

- Pay specific attention to the “Use of Funds” category in your budget items.
- Accountants are unable to approve a cash request when the **Final Approved Budget** mistakenly reflects \$0.
- The “Use of Funds” in the Cash Request **MUST** match what is in the current Budget.

Cash Request 15

[Click for Instructions](#)

This request has been submitted. No more updates will be saved.

Program: ESSER\_Base

Itemize and explain each expenditure amount. Click on the "Create" button to save. Use whole dollars only. Omit Decimal Places, e.g. 2536)

[Description of Object Codes](#)

Object Code	Use of Funds	Description and Itemization	Final Approved Budget	Previously Requested	Cash Request	Del Rc
700	Other	School Locker and restroom remodel	\$0	\$0	191555	
Total					\$191,555	

*This is the MOST COMMON ERROR in submitting Cash Requests*

# Amendment/Cash Request Timeline



- **Hundreds** of amendments & cash requests are submitted monthly from 400+ Montana school districts and agencies. These take time to process!
  - Using the **template** makes it much simpler to approve
  - Points of confusion or needed clarification are likely to result in a “returned for changes”
    - See feedback on the Amendment/Cash Request – **call us** if you need help/clarification
- Cash Requests must be **submitted by the 25<sup>th</sup> of each month**, in order to be **paid by the 10<sup>th</sup>** of the next month.
- Amendments do not have a submission deadline BUT need to be submitted/approved before related Cash Requests can be approved.
- If you miss the 25<sup>th</sup> deadline, the Cash Request will be processed during the next month
  - Submit CR on Dec 15<sup>th</sup> fastest turn around Jan 10<sup>th</sup>
  - Submit CR on Dec 25<sup>th</sup> fastest turn around Jan 10<sup>th</sup>
  - Submit CR on Dec 27<sup>th</sup> fastest turn around Feb 10<sup>th</sup>

# Amendments – Finding the Feedback

## How do you see the Feedback on your Amendment once it's returned?

- In the “Review Summary” page, select the circle next to the SEA Review
- Then select the blue “Review Checklist” button below
- E-Grants will open a **second tab** in your browser – this only works if your pop-up blocker is turned off
- Within the “Review Checklist” page that opens, you will be able to see our comments in the text box

You can view  
"Turning Off  
Popup  
Blockers.pdf"  
[HERE](#) or [HERE](#)

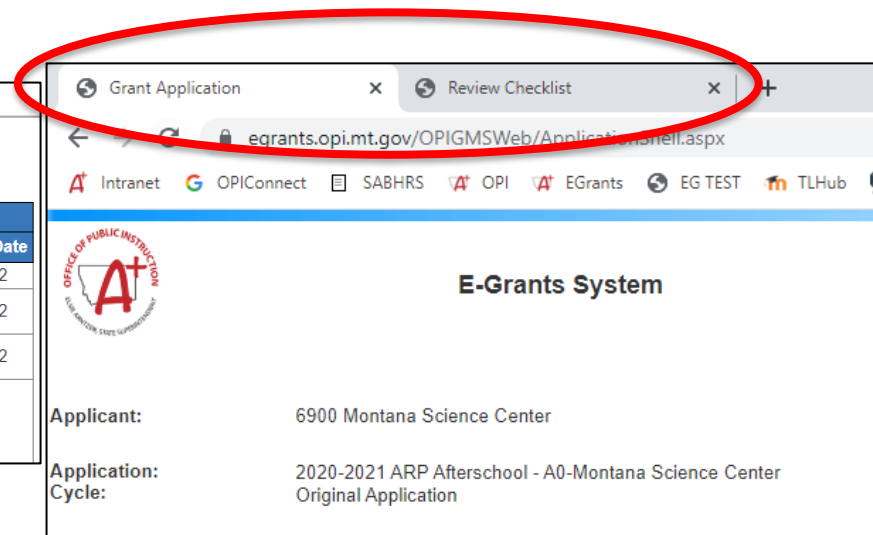
Review Summary

[Click for Instructions](#)

Latest submission to OPI occurred on: 7/18/2022

Round 1					
Select	Stop	Group	Staff	Status	Status Date
	1	LEA Data Entry		Submitted	7/18/2022
	2	LEA Authorized Representative		Submitted	7/18/2022
<input checked="" type="radio"/>	3	State Agency Final Review	Rebecca Brown	Accepted	7/29/2022

[REVIEW CHECKLIST](#) [REQUEST CHECKLIST PRINT](#)



Grant Application x Review Checklist x

e-grants.opi.mt.gov/OPIGMSWeb/ApplicationShell.aspx

Intranet OPIConnect SABHRS OPI EGrants EG TEST TLHub

OFFICE OF PUBLIC INSTRUCTION  
MONTANA STATE SUPERVISOR

### E-Grants System

Applicant: 6900 Montana Science Center

Application Cycle: 2020-2021 ARP Afterschool - A0-Montana Science Center Original Application

1. Is the ESSER Base Budget Detail page reasonable?

Comment (53 of 2000 maximum characters used)

Amendment 3: OK RB  
Amendment 2: OK WF  
Amendment 1: OK

# Cash Requests – Finding the Feedback

## How do you see the Feedback on your Cash Request once it's returned?

- When in the “Cash Request/Expenditure Report Menu”, select the Cash Request you wish to see, then select the “Review Summary” button
- Then select the step you wish to view and select the “Review Checklist” button
- E-Grants will open a second tab in your browser – **pop-up blocker must be turned off**
- Within the “Review Checklist” page that opens, you will be able to see our comments in the text box

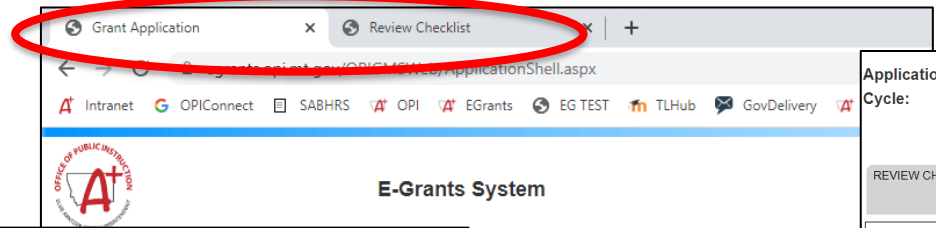
You can view "Turning Off Pop-up Blockers.pdf" [HERE](#) or [HERE](#)

Program: ESSEER\_Base

Cash Requests: Select an Cash Request from the list(s) below and press one of the following:

[OPEN REQUEST](#) [REVIEW SUMMARY](#)

Select	Cash Request	Date Created	Date Submitted	Final Approval
<input type="radio"/>	Cash Request 4	6/14/2022	7/18/2022	
<input checked="" type="radio"/>	Cash Request 3	5/18/2022	5/18/2022	6/3/2022
<input type="radio"/>	Cash Request 2			
<input type="radio"/>	Cash Request 1			



**Review Summary**

[Click for Instructions](#)

Latest submission to OPI occurred on: 7/18/2022

Round 1

Select	Step	Group	Staff	Status
	2	LEA Financial Business Manager		Submitted
<input type="radio"/>	4	SEA Accountant	Catlin Clifford	Accepted

[REVIEW CHECKLIST](#) [REQUEST CHECKLIST PRINT](#)

Application: 2020-2021 ESSEER Consolidated - 00-  
Cycle: Cash Request 3

[REVIEW CHECKLIST](#)

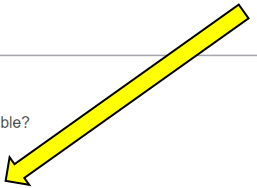
**Cash Request Review Checklist**

[Click for Instructions](#)

1. Is the cash request approvable?

Yes

Comment (0 of 2000 maximum characters used)





# Final Expenditure Report (FER)

- Located in the “Cash Requests/Expenditure Reports” menu, below all your Cash Requests.
- You must have **at least one** Cash Request that’s been approved and paid before you can submit an FER.
- A Cash Request and an FER **cannot** be processed within the same month.

Program

Cash Req

- ESSER\_Base
- School\_Dist\_Supplemental
- Other\_Eductl\_Institutions
- Special\_Needs
- School\_District\_Targeted
- Supplemental\_Targeted

Select an Cash Request from the list(s) below and press one of the following buttons:

Select	Cash Request	Date Created	Date Submitted	Final Approval Date	Status
<input type="radio"/>	Cash Request 3	4/27/2021	4/27/2021	5/6/2021	Approved
<input type="radio"/>	Cash Request 2	2/11/2021	2/11/2021	3/5/2021	Approved
<input type="radio"/>	Cash Request 1	12/15/2020	12/15/2020	12/16/2020	Approved

Expenditure Reports:

Select an Expenditure Report from the list(s) below and press one of the following buttons:

Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status
<input type="radio"/>	Expenditure Report 1	Y	9/19/2022	9/19/2022	9/29/2022	Approved

OPI offered a more in-depth FER training in November, which you can view here: [https://youtu.be/GC\\_25w3VTL8](https://youtu.be/GC_25w3VTL8)



# E-Grants Error Messages

- If you get a **red** Error Message across the top of the screen, read it carefully.
- These messages will tell you exactly what needs to be fixed in order to progress forward.
- Before panicking (calling OPI for help) make sure that:
  - You are using **Chrome** or **Microsoft Edge** browser.
  - The browsing history has been cleared.
  - Popup blockers are off.

You can view  
"Turning Off  
Popup  
Blockers.pdf"  
[HERE](#) or [HERE](#)

OPI offered a more  
in-depth training in  
October, which you  
can view here:  
<https://youtu.be/KcaSy23PZsM>



# Two Places Error Messages Appear

## 1. On individual tabs

The page has saved with the following warnings (they will need to be corrected to pass the consistency check):

**Warnings:**

- Enter a summer phone number for the Authorized Representative.

OVERVIEW CONTACT INFORMATION ALLOCATIONS PROGRAM DETAIL ASSURANCES COMMON AND PROGRAM AMENDMENT DESCRIPTION SUBMIT APPLICATION HISTORY PAGE\_LOCK CONTROL APPLICATION PRINT

## 2. On the Submit tab

**Submit**

[Click for Instructions](#)

Consistency Check completed. After correcting the errors noted below, the consistency check must be performed again.

- IDEA Consolidated
  - Member applications have not been approved. Return to the Funding tab/Allocations to access member applications for approval.
- IDEA Part B
  - IDEA Part B has no budget information.
  - Budget Detail total must equal the Allocation Total (\$0 = \$458,218) for IDEA Part B.
- IDEA Preschool
  - IDEA Preschool has no budget information.
  - Budget Detail total must equal the Allocation Total (\$0 = \$19,339) for IDEA Preschool.

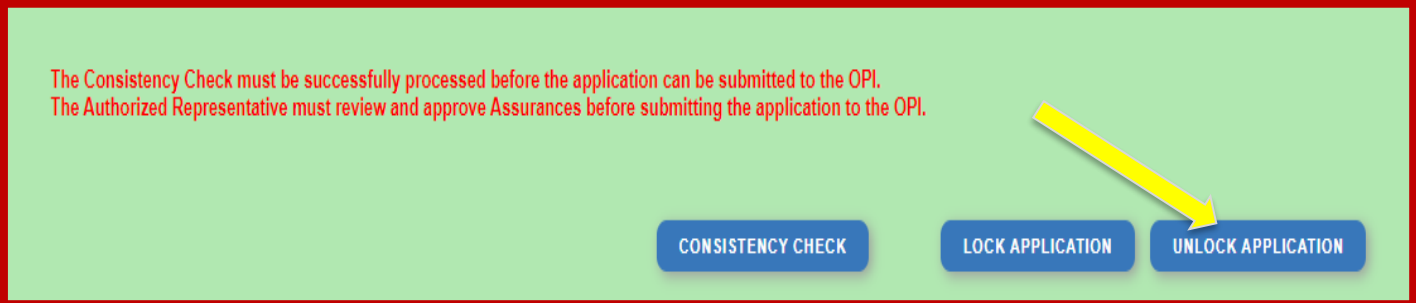
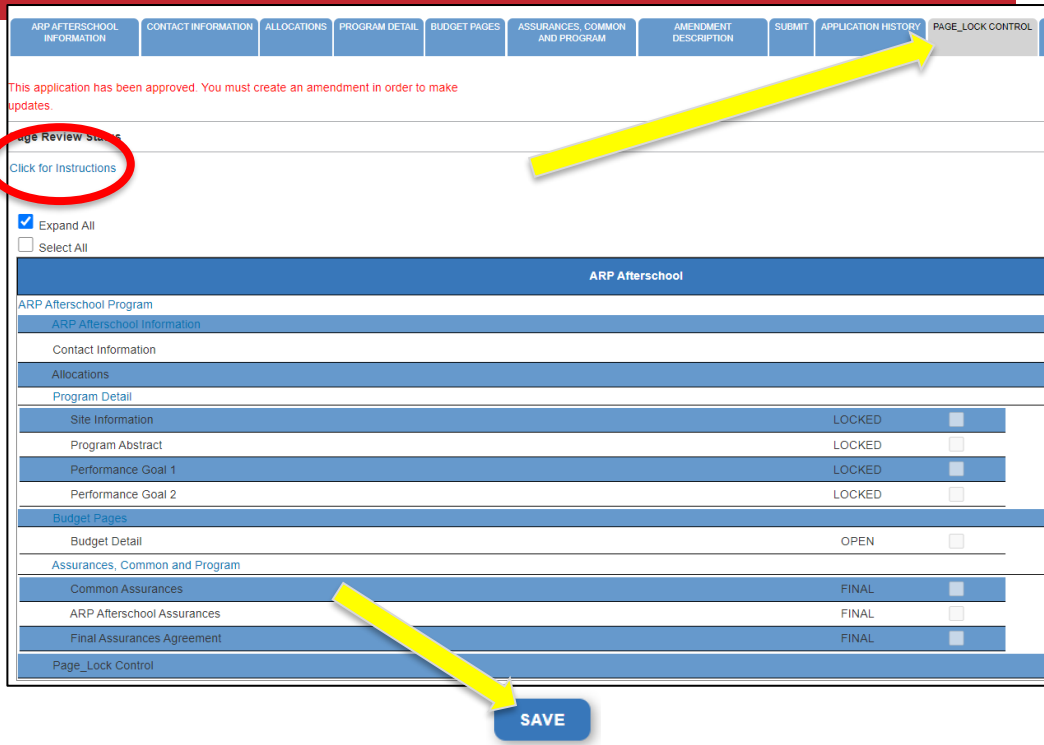
The Consistency Check must be successfully processed before the application can be submitted to the OPI.

CONSISTENCY CHECK LOCK APPLICATION UNLOCK APPLICATION

# Page Is Locked

This Page is locked. If changes are needed, you must unlock it on the Page Lock Control Tab.

- Click on the “Page\_Lock Control” tab at the top of the screen
- Select “Expand All” to see every page in the grant
- Select “Select All” to unlock all pages
- Select “Save” at bottom of the screen
  
- Another place that may be locked is the **Submit** Tab
- To unlock the Submit Tab click the “Unlock Application” button twice
- The Clerk or AR may have to do this





# Amount Budgeted Doesn't Equal Total Cost

The page has saved with the following warnings (they will need to be corrected to pass the consistency check):  
Warnings:

- Amount Budgeted for Property and Equipment under Object Code 700 should equal the Total Cost of All Items.

BUDGET DETAIL

BUDGET SUMMARY

PROPERTY AND  
EQUIPMENT

PAGE\_LOCK CONTROL

## Within the Property And Equipment tab:

Amount Budgeted for Property and Equipment under Object Code 700:  From Object Code 700 in Budget Detail tab

For each item costing \$5000 or more, enter the description of the item(s), the quantity of the item(s), and the unit cost of the item(s).

Description of Item	Quantity	Unit Cost	Total Cost
HVAC ionize units at each of elementary and middle schools	1	35,888	35,888
			0
			0
			0



# Dissecting An Error Message

## ESSER Consolidated

- Contact Information - Enter a summer phone number for the Authorized Representative.
- Student Learning - Student Learning question one is a required field.
- Student Learning - Student Learning question two is a required field.
- Amendment Description - A description of changes made in this amendment is required.

## ESSER Base

- Property and Equipment - Amount Budgeted for Property and Equipment under Object Code 700 should equal the Total Cost of All Items.

## School District Supplemental

- Passed consistency check.

**Issues which must be fixed  
before submitting**

**Not a problem – this page is  
good to submit**



# Resources at OPI.MT.GOV

P.O. Box 202501 • Helena, MT 59620-2501

Calendar About Us



PUTTING MONTANA STUDENTS FIRST

Search...

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Educators

Leadership

Contact

Safety & Student Support

Montana Office of Public Instruction



## Welcome to the Office of Public Instruction

Superintendent Elsie Arntzen is proud to serve our Montana families, students, and teachers. **Families are the foundation of learning as our parents are our first teachers.** Our students are our most precious resource and the future of this great state. As a teacher of 23 years, the Superintendent knows the importance of quality educators in the classroom and is working to ensure Montana teachers have the flexibility needed to put our Montana students first.

The Montana Office of Public Instruction (OPI) is charged with the responsibility of providing technical assistance in:

- School Finance
- School Law
- Teacher Certification and Licensing
- School Accreditation
- Teaching and Learning Standards

The OPI staff administer a number of federally funded programs and provide a variety of information services, including the information systems necessary to assess student achievement and the quality of Montana's elementary and secondary school systems.

OFFICE OF THE SUPERINTENDENT

MEET EXECUTIVE STAFF

WATCH THE 2022 FALL SCHOOL LAW CONFERENCE

2021-2022 SUMMATIVE ASSESSMENT SCORES

2023 TEACHER OF THE YEAR

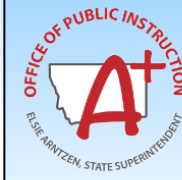
OPI ORGANIZATIONAL CHART

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PUTTING MONTANA STUDENTS FIRST



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Montana Office of Public Instruction



OFFICE OF THE SUPERINTENDENT

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Administrators Professional Learning  
After School Programs  
Every Student Succeeds Act (ESSA)  
Executive & Teacher Leadership Academies  
Montana Advanced Opportunities  
Title & Other Federal Programs  
Transformational Learning

Assessment & Accountability

Educator Licensing & Preparation Task Forces  
Educator Preparation  
Montana Alternative Student Testing Pilot Program  
School Accreditation  
Statewide Testing

Data & Reporting

Access to OPI Information Reporting Systems  
AIM-Achievement in Montana  
CSPR  
Data Use in Education  
Find & Request Data  
GEMS Data Warehouse  
Student Privacy & K-12 Data Governance  
Youth Risk Behavior Survey

Finance & Grants

District Travel Reimbursement  
E-Grants  
Elections  
Legislative Updates  
School Finance  
School Nutrition Payments

Management & Operations

Emergency Planning & Safety  
Legal Division  
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provide a variety of information services, including the information systems necessary to assess student achievement and the quality of Montana's elementary and secondary school systems.

## E-Grants Login Page

<https://egrants.opi.mt.gov/opigmsweb/logon.aspx>



# Office Hours December 15 & 16

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- We are hosting Open Office Hours this week!
  - Thursday, December 15<sup>th</sup>
  - Friday, December 16<sup>th</sup>
  - 10am – 4pm each day
- Register at: <https://forms.gle/BC1BsUHBq2SKSWom6>
  - After registering, you will receive a Zoom link for your Office Hours.
  - When you join the Zoom meeting, you will be placed in a waiting room. Please be patient until we can let you in.
- We look forward to meeting with you!

# Q & A

Feel free to ask questions!

## ESSER Program Questions

Wendi Fawns at [wendi.fawns@mt.gov](mailto:wendi.fawns@mt.gov) or 406-437-8595

Rebecca Brown at [rebecca.brown@mt.gov](mailto:rebecca.brown@mt.gov) or 406-444-0783

## E-Grants Designer – Technical Support Questions

Mindi Askelson at [mindi.askelson@mt.gov](mailto:mindi.askelson@mt.gov) or 406-444-0768