



Montana

Office of Public Instruction

ESSER Guidance Sessions - November

E-Grants & ESSER Grant Challenges/Errors

Prepare, Prevent, and Respond

November 17, 2022

Speakers

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

- E-Grants Login
- Grant Contact Info/Security
- Navigating E-Grants
- Budget/Payments Pages
- Amendments
- Cash Requests
- Timeline for Cash Requests/Amendments
- Finding Feedback
- Common E-Grants Error Messages
- Wrap-Up and OPI Resources
- Q&A



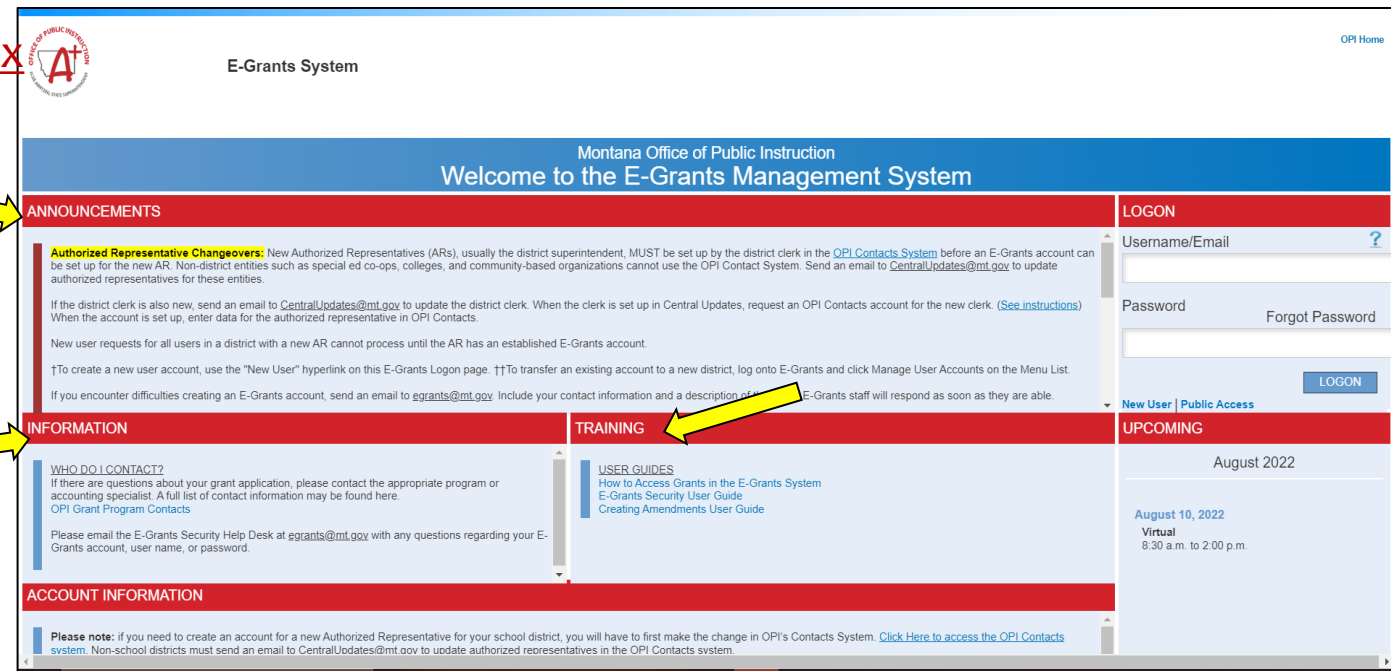


Logging In

- E-Grants can be accessed on the OPI Website by navigating to:
 - Leadership > Finance & Grants > E-Grants
- The direct link is here:

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

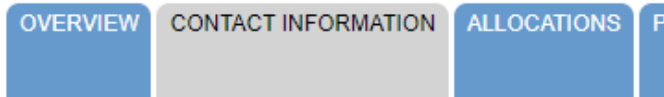
On the E-Grants Login page, there is helpful information in case you ever need it





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.

Cpa432

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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.



Navigation: Finding ESSER Grants

- 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**

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

<https://youtu.be/Fjpm7h49oek>

E-Grants Access Select

Select Fiscal Year:

Formula Grant

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

Discretionary Grant

Application Name
Gifted and Talented State Grant Application

Competitive Grant

Select Fiscal Year:

Created

Formula Grant

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

Discretionary Grant

Competitive Grant

Budget Pages

ESSER II and III

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

Click dropdown to access program specific pages:

ESSER Consolidated
ESSER Consolidated
ESSER Base
School District Supplemental
Other Educational Institutions
Special Needs
School District Targeted
Supplemental Targeted

CONTROL APPLICATION PRINT

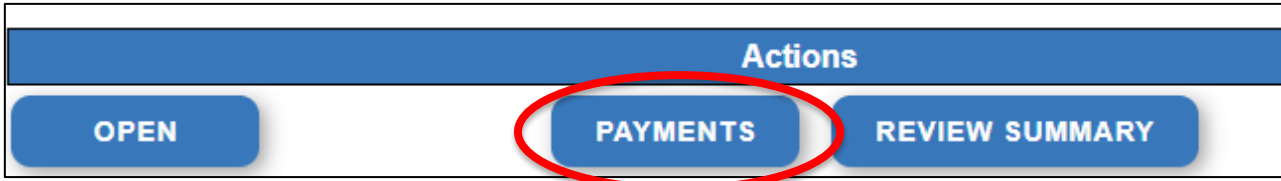
ESSER I, ESSER Related Services, ARP Summer, ARP Afterschool

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

ARP AFTERSCHOOL INFORMATION	CONTACT INFORMATION	ALLOCATIONS	PROGRAM DETAIL	BUDGET PAGES
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](#)

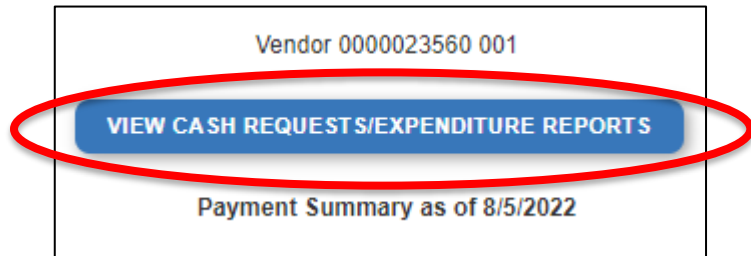
Payment Summary as of 8/5/2022

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



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
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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



OPI offered a more in-depth training in September, which you can view here:
<https://youtu.be/ShO1w9eLo2Q>



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.

From **category/\$amount** to **category/\$amount** for the purpose of/to purchase **xxx** in response to/to prevent/to prepare for (how does it relate to student gains).



Amendments – Submitting

Select the “Submit” tab at the top of the application

- Run a Consistency Check – *look for error messages*
- Submit to AR (Submitted for Local Review)
- AR Submits to OPI



Submit

[Click for Instructions](#)

The Consistency Check must be successfully processed before the application can be submitted to the Authorized Representative for review and final submission.

CONSISTENCY CHECK

LOCK APPLICATION

UNLOCK APPLICATION



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:

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"/>

Amendment 3

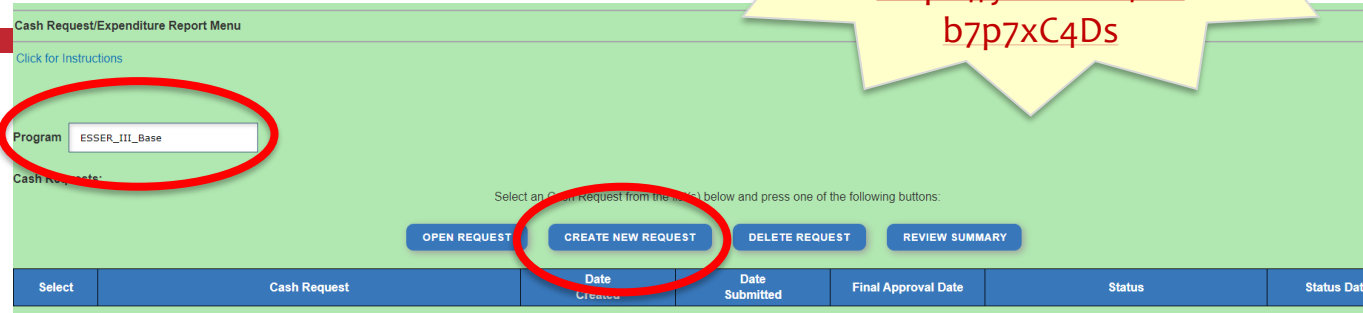
Amendment 3

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"/>

- Create line items for the expenditures you wish to purchase

- Enter “End Period Expense” date

- Select “Calculate Totals” at bottom

- 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 Request Expenditure Descriptions

- Cash Request Language in the “Expenditure Description and Itemization” **must match Descriptions in the Grant** (use template!)
 - Both Budget and Amendments
 - **Audit Trail** – an auditor needs to be able to see direct connections from Budget → Amendment → 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	\$115,840	\$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"/>			<input type="text" value="0"/>	<input type="checkbox"/>



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](#)

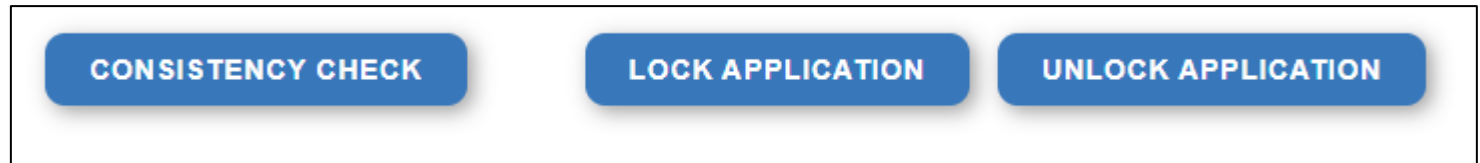
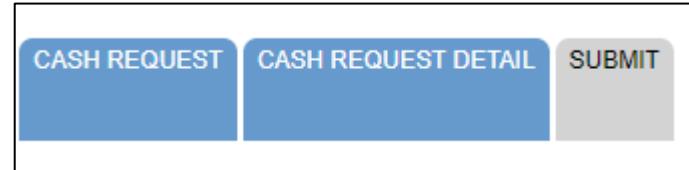
Object Code	Use of Funds	Description and Itemization	Final Approved Budget	Previously Requested	Cash Request	Del Rc
700	Other	School Locker and restroom remodel	\$0	\$0	191555	
Total					\$191,555	

This is the MOST COMMON ERROR in submitting Cash Requests



Cash Requests – Submitting

- After Cash Request is filled out...
- Select “Submit” tab at top of screen
- Click “Consistency Check”
 - Look for error messages
- Click “Submit” button
 - Business Manager / Clerk submits to Authorized Representative (AR)
 - AR submits to OPI
 - OPI will review





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 25th of each month**, in order to be **paid by the 10th** 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 25th deadline, the Cash Request will be processed during the next month
 - Submit CR on Nov 15th fastest turn around Dec 10th
 - Submit CR on Nov 24th fastest turn around Dec 10th
 - Submit CR on Nov 25th fastest turn around Dec 10th
 - Submit CR on Nov 27th fastest turn around Jan 10th
 - Submit CR on Nov 31st fastest turn around Jan 10th

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

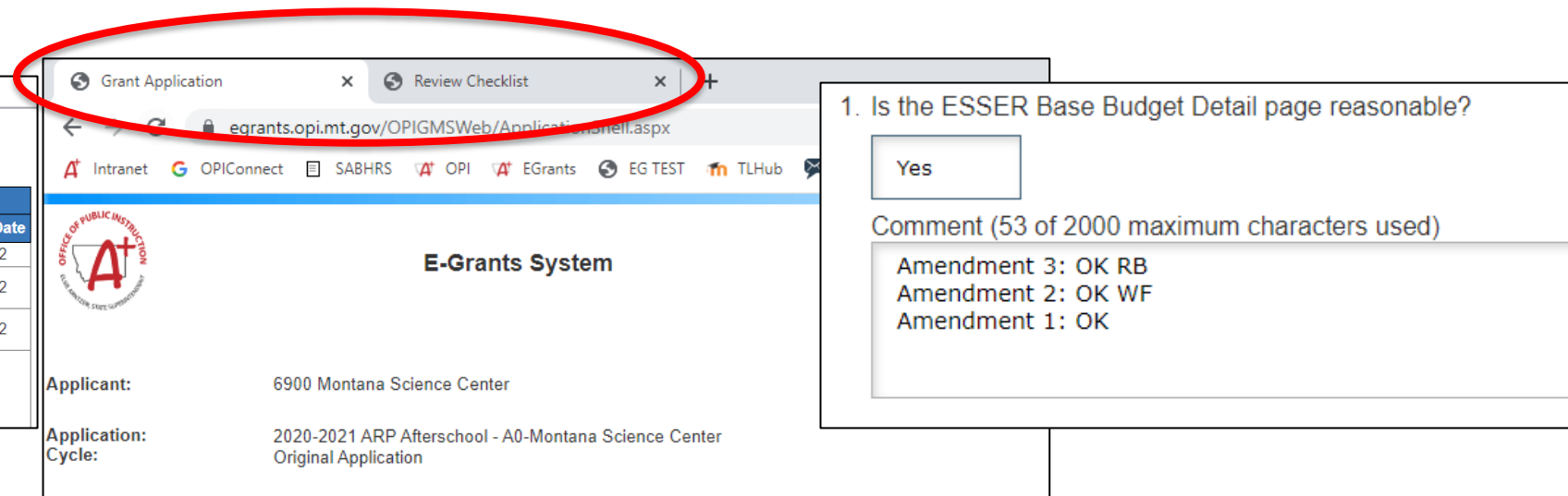
Review Summary

[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](#)



The screenshot shows a browser window with two tabs: 'Grant Application' and 'Review Checklist'. The 'Review Checklist' tab is active and circled in red. The URL is egrants.opi.mt.gov/OPIGMSWeb/ApplicationShell.aspx. The page title is 'E-Grants System'. The applicant information is: Applicant: 6900 Montana Science Center; Application Cycle: 2020-2021 ARP Afterschool - A0-Montana Science Center Original Application. A feedback form is displayed with the question: '1. Is the ESSER Base Budget Detail page reasonable?'. The 'Yes' button is selected. The comment field contains: 'Amendment 3: OK RB', 'Amendment 2: OK WF', and 'Amendment 1: OK'.

Cash Requests – Finding the Feedback

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

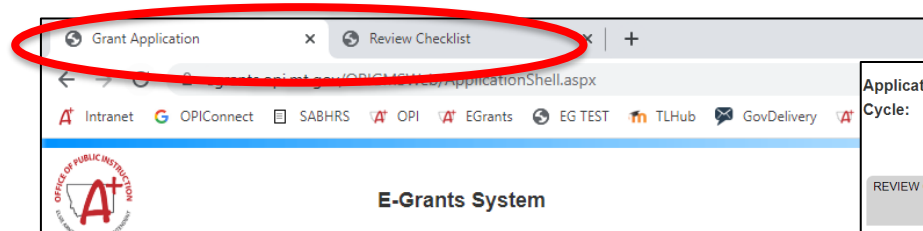
- When in the “Cash Request/Expenditure Report Menu”, select the Cash Request you wish to see, then select the “Review Summary” button
- Then select the step you wish to view and select the “Review Checklist” button
- E-Grants will open a second tab in your browser – **pop-up blocker must be turned off**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

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

Montana Science Center

Round 1				
Select	Step	Group	Staff	
	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](#)

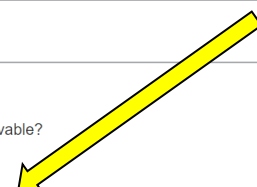
Cash Request Review Checklist

[Click for Instructions](#)

1. Is the cash request approvable?

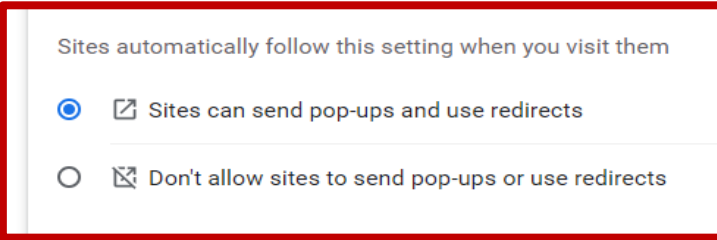
Yes

Comment (0 of 2000 maximum characters used)





Turning Off Pop-Up Blockers



Before doing below please approve through your District's security policy.

- For **Google Chrome** choose the three vertical dots in the upper right-hand corner. Click Settings. On the left-hand side select Privacy and Security. To allow cookies click Cookies and other data. Then select Allow all cookies. To allow pop ups click Privacy and Security again. Click on site settings. Scroll down till you see Pop-ups and Redirects and click on that section. Once again you can either allow all or simply add the website you will be using during this process.
- For **Microsoft Edge**, click on the horizontal dots in right hand corner. Click Settings at bottom of drop down. On right hand side select the Cookies and Site permissions. At very top of page click Manage and delete cookies and site data. At top of page select Allow sites to save and read cookie data (recommended). Go back on page. Under the All permissions section click the eighth selection down named Pop up and redirects. From here you have two options. You can allow all or simply add just the website you will be using during the process to the list that allows that site to let through pop ups
- You can view "Turning Off Popup Blockers.pdf" at:
<https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:c7094050-554f-46e6-9e18-095f83b1b10c> or
<https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:837ea995-9641-4042-ae06-5e7e0e3899f2>



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.

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

Two Places Error Messages Appear

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

* Denotes required field

School DUNS Number:

*

Authorized Representative:

Last Name

First Name

Phone ext.

Fax

Summer Phone * ext.

Email



Two Places Error Messages Appear

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

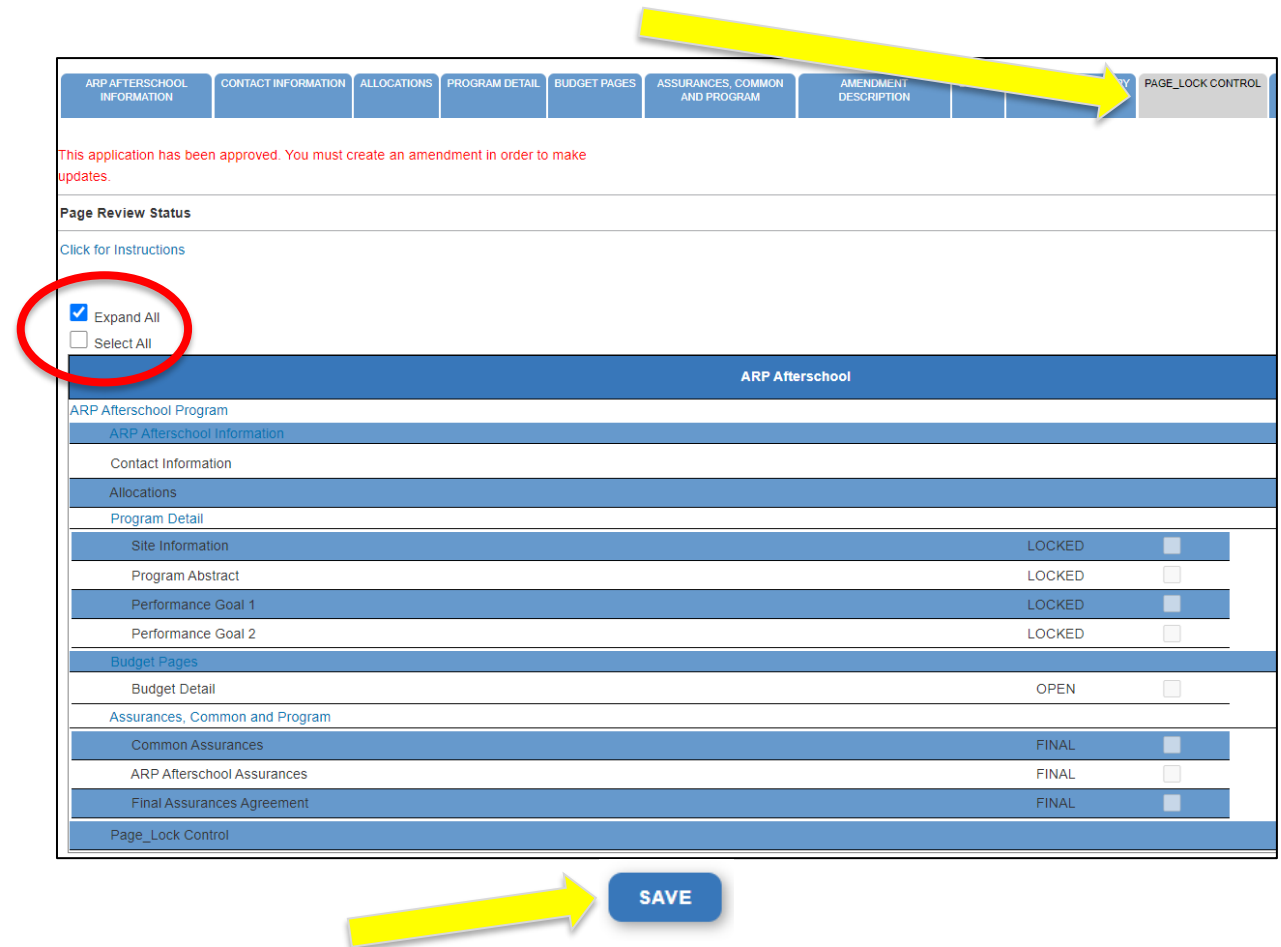
LOCK APPLICATION

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



The screenshot shows a web application interface with a navigation bar at the top containing tabs: ARP AFTERSCHOOL INFORMATION, CONTACT INFORMATION, ALLOCATIONS, PROGRAM DETAIL, BUDGET PAGES, ASSURANCES, COMMON AND PROGRAM, AMENDMENT DESCRIPTION, and PAGE_LOCK CONTROL. A yellow arrow points to the PAGE_LOCK CONTROL tab. Below the navigation bar, a red message states: "This application has been approved. You must create an amendment in order to make updates." Underneath, there is a "Page Review Status" section with a link "Click for Instructions". A red circle highlights the "Expand All" checkbox, which is checked, and the "Select All" checkbox, which is unchecked. Below this, a table lists various pages with their lock status and a checkbox to toggle the lock. A yellow arrow points to a "SAVE" button at the bottom right.

ARP Afterschool		
ARP Afterschool Program		
ARP Afterschool Information		
Contact Information		
Allocations		
Program Detail		
Site Information	LOCKED	<input type="checkbox"/>
Program Abstract	LOCKED	<input type="checkbox"/>
Performance Goal 1	LOCKED	<input type="checkbox"/>
Performance Goal 2	LOCKED	<input type="checkbox"/>
Budget Pages		
Budget Detail	OPEN	<input type="checkbox"/>
Assurances, Common and Program		
Common Assurances	FINAL	<input type="checkbox"/>
ARP Afterschool Assurances	FINAL	<input type="checkbox"/>
Final Assurances Agreement	FINAL	<input type="checkbox"/>
Page_Lock Control		



Page Is Locked – Submit Tab

- 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

The Consistency Check must be successfully processed before the application can be submitted to the OPI.
The Authorized Representative must review and approve Assurances before submitting the application to the OPI.

CONSISTENCY CHECK

LOCK APPLICATION

UNLOCK APPLICATION

Budget Totals Not Equal

Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., \$2536)

[Click for Instructions](#)

DATA NOT SAVED: Total must equal Allotment of \$5,592,211

(A) Total Allocation Available for Budgeting

5,592,211

(B) Budgeted Property and Equipment Cost (Object 700)

\$4,000

(C) Allowable Direct Costs (A-B)

\$5,588,211

(D) Indirect Cost Rate %

3.0400

(E) Maximum Indirect Cost (C*(D/1+D))

\$164,870

(F) Total budgeted above

\$5,291,472

(G) Budgeted Indirect Cost

160739

(H) Total Budget (F+G)

\$5,452,211

Allocation Remaining (A-H)

\$140,000

CALCULATE TOTALS

SAVE PAGE

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

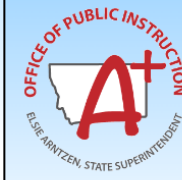
OPI ORGANIZATIONAL CHART

SEE OPI PRESS RELEASES

ESSER

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OFFICE OF THE SUPERINTENDENT

Academic Success

- 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
- Montana Schools Directory
- Office of the Superintendent
- School Innovation, Flexibility & Efficiency
- School Nutrition
- IT Resources for Schools - Programs & Grants

OPI Communication

- Education Advocates
- MASS Resources
- OPI Email Communication
- OPI Monthly Compass
- OPI Navigator
- OPI Productions
- Subscribe to Emails

ESSER

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>

Q & A

Feel free to ask questions!

ESSER Program Questions

Wendi Fawns at wendi.fawns@mt.gov or 406-437-8595

Rebecca Brown at rebecca.brown@mt.gov or 406-444-0783

E-Grants Designer – Technical Support Questions

Mindi Askelson at mindi.askelson@mt.gov or 406-444-0768