



Montana

Office of Public Instruction

ESSER Guidance Sessions - September
Processing – Amendments

Prepare, Prevent, and Respond

September 21, 2022

PRESENTERS

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The Process of an Amendment

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



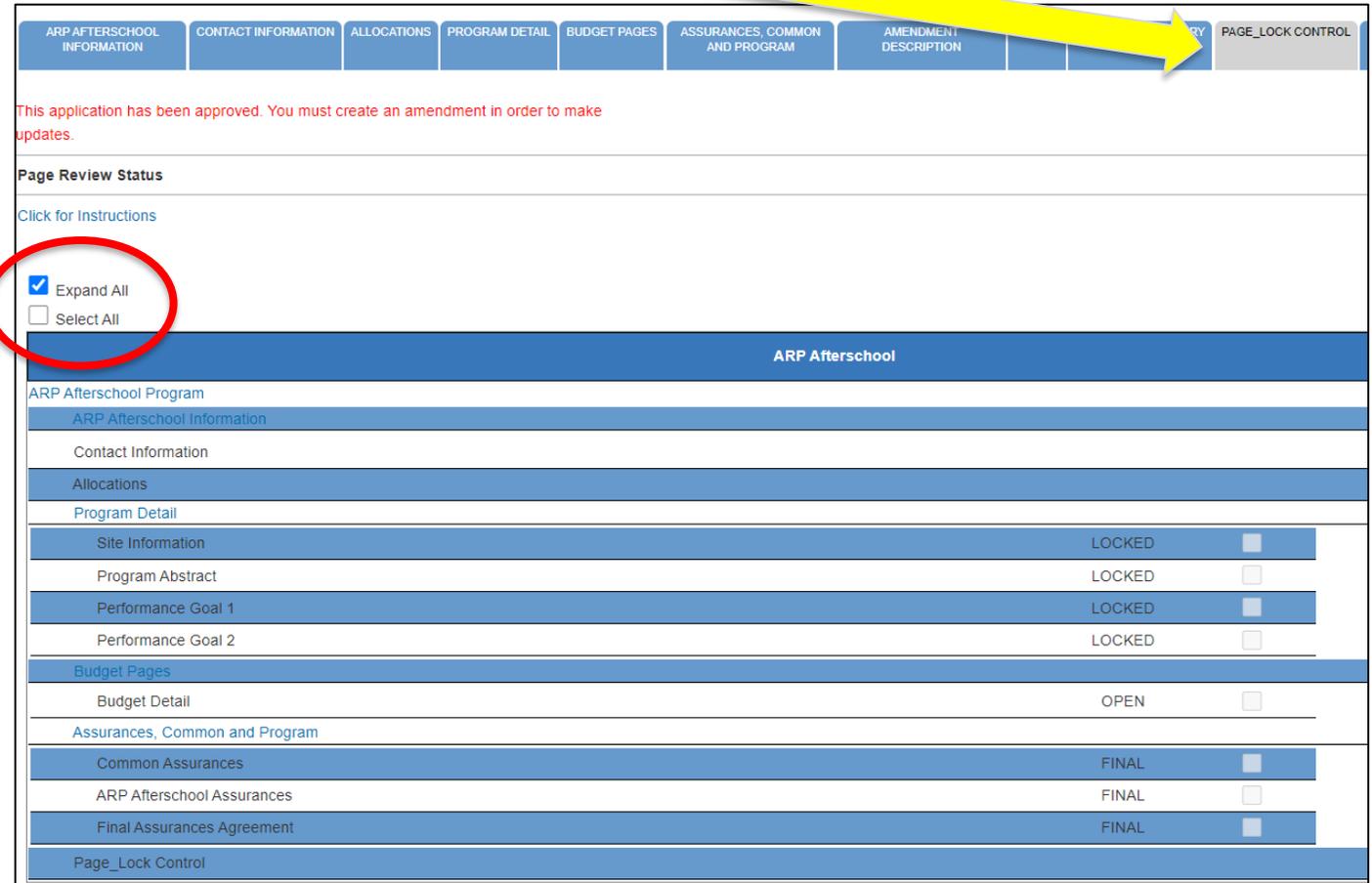
1. Create New Amendment

- E-Grants Access Select menu...
- Select correct Fiscal Year
 - ESSER I is in 2020
 - ESSER II & III are in 2021
 - ARP Summer & ARP Afterschool are in 2021
- Click “Amend” button next to the correct Grant

ESSER Consolidated	Original Application	Final Approved View GAN	6/17/2021	OPEN	AMEND	PAYMENTS	REVIEW SUMMARY	Delete Application
ESSER III Consolidated	Original Application	Final Approved View GAN	9/10/2021	OPEN	AMEND	PAYMENTS	REVIEW SUMMARY	Delete Application

2. Unlock Page

- 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



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	

SAVE



3. Update 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



3. Update Budget Pages – ESSER I, ARP Summer, ARP Afterschool

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

A screenshot of a web-based grant management interface. At the top, there is a horizontal row of five blue navigation tabs. From left to right, they are labeled: 'ARP AFTERSCHOOL INFORMATION', 'CONTACT INFORMATION', 'ALLOCATIONS', 'PROGRAM DETAILS', and 'BUDGET PAGES'. The 'BUDGET PAGES' tab is highlighted with a red circle. Below this row, there are two more tabs: 'BUDGET DETAIL' and 'BUDGET SUMMARY'. The 'BUDGET DETAIL' tab is highlighted in grey, while 'BUDGET SUMMARY' is blue. At the bottom of the interface, there is a section header 'Budget Detail' followed by the text 'BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., \$'.



4. Amendment Description

- Click the “Amendment Description” tab
- Type in description of what was changed
 - Use Amendment Template! (*See next slide*)
 - You only get 500 characters, so you must keep it short and succinct

A horizontal row of six navigation tabs. From left to right: 'AM DETAIL', 'BUDGET PAGES', 'ASSURANCES, COMMON AND PROGRAM', 'AMENDMENT DESCRIPTION', 'SUBMIT', and 'APPLIC'. The 'AMENDMENT DESCRIPTION' tab is highlighted in a light gray color, while the others are blue.

In the box provided indicate the specific sections/pages that were changed within the application and provide details about what fields were modified. (0 of 500 maximum characters used)



4. 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?**

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).

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

For Capital Expenditure projects we recommend using a Project Scope/Word Document to keep all your information in, and then copy-and-paste from that into your Budget/Amendment/Cash Requests.



4. Amendment Description – E-Grants Amendment Template

A good Amendment example could look like this:

“From 100/Salaries/\$10k and 200/Benefits/\$2k to 600/\$12k to purchase laptops for students, **responding** to the need for online learning to **prevent** further loss of learning/attendance due to covid-19”



4. Amendment Description – E-Grants Amendment Template

If you are moving to/from **more than one** budget category, you can use this “and” format:

From category/\$amount **and** category/\$amount
to category/\$amount **and** category/\$amount
for the purpose of... etc



5. Submit

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: 2021

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



Amendment 3

Amendment 3

Amendment 2

Amendment 1

Original Application



View the History Within an Amendment

- In the “E-Grants Access Select” page, select either Original Application or the correct Amendment in the drop-down
- Click on “Review Summary” next to the grant
- This will open the “Review Summary” page where you can see who has interacted with the grant

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"/>

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	<input type="text"/>	Submitted	7/18/2022
	2	LEA Authorized Representative	<input type="text"/>	Submitted	7/18/2022
<input type="radio"/>	3	State Agency Final Review	Rebecca Brown	Accepted	7/29/2022



Finding the Feedback from OPI

- 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](#)

Grant Application x Review Checklist x

egran...opi.mt.gov/OPIGMSWeb/ApplicationStatus.aspx

Intranet OPICConnect SABHRS OPI EGrants EG TEST TLHub GovDeliver

OFFICE OF PUBLIC INSTRUCTION

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



Amendment Timeline

- Desired fast turn around – approval
- If it is easy to ‘fully’ understand the desired change, the approval will be easier/quicker
 - 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 – call us if you need help/clarification
- After amendment is approved, Cash Requests can be submitted for those items
 - Cash Requests must be submitted **by the 25th of each month**, in order to be **paid by the 10th** of the next month.
 - If you miss the 25th deadline, the Cash Request will be processed during the next month
 - Submit CR on Sept 15th fastest turn around Oct 10th
 - Submit CR on Sept 24th fastest turn around Oct 10th
 - Submit CR on Sept 25th fastest turn around Oct 10th
 - Submit CR on Sept 27th fastest turn around Nov 10th
 - Submit CR on Sept 31st fastest turn around Nov 10th



Deleting an Amendment

- Only amendments which are in progress, not yet submitted to OPI, can be deleted
- Why would you delete an Amendment?
 - Created by accident
 - No longer want/need to make those changes
- How do you Delete it?
 - Select Amendment to be deleted in the dropdown menu
 - Select the blue “Delete Application” button
 - This button will be grayed out if the Amendment has already been submitted

ESSER Consolidated	Amendment 1	Final Approved	8/16/2021	OPEN	AMEND	DELETE APPLICATION	DELETE APPLICATION	
ESSER III Consolidated	Amendment 4	Final Approved	5/3/2022	OPEN	AMEND	PAYMENTS	REVIEW SUMMARY	DELETE APPLICATION

A screenshot of the Montana Office of Public Instruction website. The page has a light blue header with the OPI logo on the left, the slogan 'PUTTING MONTANA STUDENTS FIRST' in the center, and social media icons on the right. Below the header is a navigation menu with links for 'Families & Students', 'Educators', 'Leadership', 'Contact', and 'Safety & Student Support'. A search bar is located in the top right. The main content area features a portrait of Superintendent Elsie Arntzen on the left, a 'Welcome to the Office of Public Instruction' section in the center, and a list of resources on the right. The 'ESSER' button at the bottom right is circled in red.

OFFICE OF PUBLIC INSTRUCTION
PUTTING MONTANA STUDENTS FIRST

Search...

[Families & Students](#) [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.

[2021-2022 SUMMATIVE ASSESSMENT SCORES](#)

[MEET EXECUTIVE STAFF](#)

[OPI ORGANIZATIONAL CHART](#)

[SEE OPI PRESS RELEASES](#)

[ESSER](#)

OFFICE OF THE SUPERINTENDENT

Q & A

Feel free to ask questions!

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