



Montana

Office of Public Instruction

ESSER Guidance Sessions - September
Processing – Cash Requests

Prepare, Prevent, and Respond

September 22, 2022

PRESENTERS

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Goals For This Session

- Cash Request Submission
- Template
- How to See Feedback
- Budget Pages
- Use of Funds
- Timeline
- Q&A





How do I find existing Cash Requests?

- E-Grants Access Select page...
- Click “Payments” button next to desired grant to see the Payment Summary menu
- Click “View Cash Requests/Expenditure Reports” button to see all cash requests for that grant

Vendor 0000023560 001

VIEW CASH REQUESTS/EXPENDITURE REPORTS

Payment Summary as of 8/5/2022

Vendor 0000023560 001

VIEW CASH REQUESTS/EXPENDITURE REPORTS

Payment Summary as of 8/5/2022

Actions: OPEN, PAYMENTS, REVIEW SUMMARY

		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		

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:

OPEN REQUEST **REVIEW SUMMARY**

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:

OPEN EXPENSE REP **REVIEW SUMMARY**

Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
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How do I find existing Cash Requests?

- To view the specifics for individual cash requests...
 - Select the Cash Request you want to look at
 - Click “Open Request” button to see expenditure info

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

OPEN REQUEST



How do I create new Cash Requests?

- 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

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:

[OPEN REQUEST](#) [CREATE NEW REQUEST](#) [DELETE REQUEST](#) [REVIEW SUMMARY](#)

Select	Cash Request	Date Created	Date Submitted	Final Approval Date	Status	Status Date
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How do I create new Cash Requests?

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

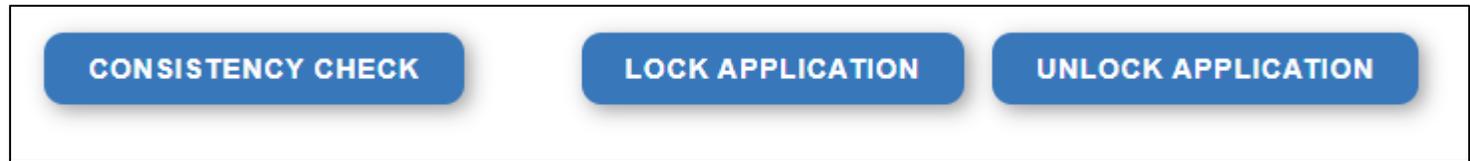
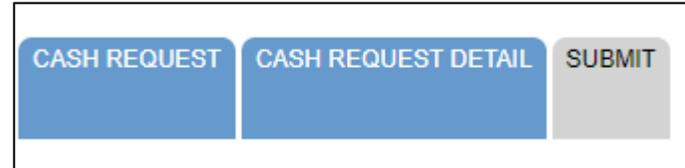
Object Code	Use of Funds	Expenditure Description and Itemization (1000 Character Maximum)	Final Approved Budget	Previously Requested	Cash Request	Delete Row
<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text" value="0"/>	<input type="checkbox"/>

- In your new Cash Request...
- 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”



How do I Submit new Cash Requests?

- 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





Cash Request Expenditure Descriptions

- Cash Request Language in the “Expenditure Description and Itemization” **Must Match Descriptions in the Grant**
 - 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"/>



E-grant Cash Request Template

- ✓ From [category] / [\$\$amount]
- ✓ For the purpose of/to purchase [xx]
 - This must connect to what is already in the grant budget/amendments
- ✓ 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?**
- ✓ Again, this must match what is already in the grant budget/amendments!

E-Grant Cash Request Template

See in this example how the Budget and Cash Request language is the same!

Budget:

600 Supplies	10 Instruction	Supplemental Learning	<p>10-Instruction - cost for supplies to provide summer time programming focused on Math enrichment in order to address the personal and academic challenges Montana students face that have been exposed and exacerbated by the covid-19 pandemic.</p>
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Cash Request:

600	<p>600 - supplies purchased for summer program and instruction in support of mitigating math learning loss due to pandemic and summer out of school time.</p>	\$1,900	\$0	1900
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Finding the Feedback from OPI

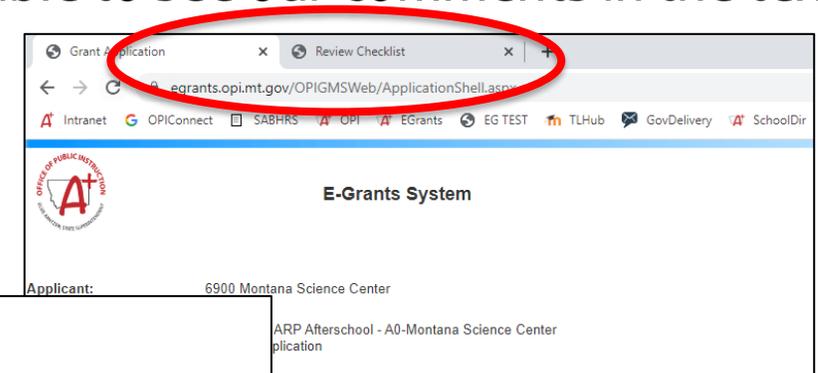
- In the “Cash Request/Expenditure Report” page, select the circle next to the desired Cash Request
- Then select the blue “Review Checklist” button above
- E-Grants will open a **second tab** in your browser – this only works if your pop-up blocker is turned off
- Within the “Review Checklist” page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

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
<input checked="" type="radio"/>	Cash Request 9	2/1/2022	6/22/2022	
<input type="radio"/>	Cash Request 8	2/19/2021		
<input type="radio"/>	Cash Request 7	1/7/2021		



The screenshot shows a browser window with two tabs: "Grant Application" and "Review Checklist". The "Review Checklist" tab is active and circled in red. Below the browser window, the "E-Grants System" interface is visible, showing the applicant information: "Applicant: 6900 Montana Science Center" and "ARP Afterschool - A0-Montana Science Center application".

1. Is the cash request approvable?

Yes

Comment (0 of 2000 maximum characters used)



Cash Requests – Deleting a Cash Request

- Only Cash Requests which are in progress, not yet submitted to OPI, can be deleted.
- Why would you delete a Cash Request?
 - You created it on accident
 - No longer want/need to make the request
- How do you Delete it?
 - In the Cash Requests/Expenditures page, select the unwanted Cash Request
 - Then select the blue “Delete Request” button
 - This button will not be displayed if the Request has already been submitted

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	8/5/2022			Not Submitted
<input type="radio"/>	Cash Request 2	6/7/2022	6/7/2022	6/7/2022	Approved
<input type="radio"/>	Cash Request 1	4/14/2022	4/14/2022	5/5/2022	Approved

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., \$			

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 add a new item. 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



Example: Incorrectly Submitted Cash Request

Object Code	Use of Funds	Expenditure Description and Itemization (1000 Character Maximum)	Final Approved Budget	Previously Requested	Cash Request
100	Supplemental Services	Administrative Resource Specialist: July Wages: Dede Frothingham	\$365,000	\$0	10417
200	Supplemental Learning	Benefits on Wages: FICA, Medicare, TRS, UI, WC, Health	\$0	\$0	2301
				Total	\$12,718
Indirect Cost Approved Rate 0 % Derived Rate 0.0000 %			\$0	\$0	0
				Total	\$12,718

Notice the **Final Approved Budget** reflects an available balance of \$0. **Supplemental Learning** was incorrectly selected differing from this District's current OPI-approved budget. This results in showing \$0 balance available to the District to draw allocated monies from.

Object Code	Purpose Category	Use of Funds	Expenditure Description and Itemization	ESSER_III_Base Funds
100 Personal Service- Salaries	23 Administration	Supplemental Services	1.0 ADMINISTRATIVE RESOURCE SPECIALIST - continue funding to support the Administrative Resource Specialist who provides support to building level principals.	140000

The District's Budget Detail Sheet indicates **Supplemental Services** was approved by OPI and should have been properly selected for the **Use of Funds**.



Example: Correctly Submitted Cash Request



Cash Request:

Object Code	Use of Funds	Expenditure Description and Itemization <small>(1000 Character Maximum)</small>	Final Approved Budget	Previously Requested
700	Minimize Spread of Infection	HVAC install	\$764,169	\$436,436
				Total

District's Final Approved Budget Detail:

Object Code	Purpose Category	Use of Funds	Expenditure Description and Itemization
700 Property & Equipment	40 Facilities	Minimize Spread of Infection	HVAC Systems (we will do West Wing of elementary, Multi-Purpose Room to include controls upgrade to the entire system) to help us mitigate the spread of airborne viruses and

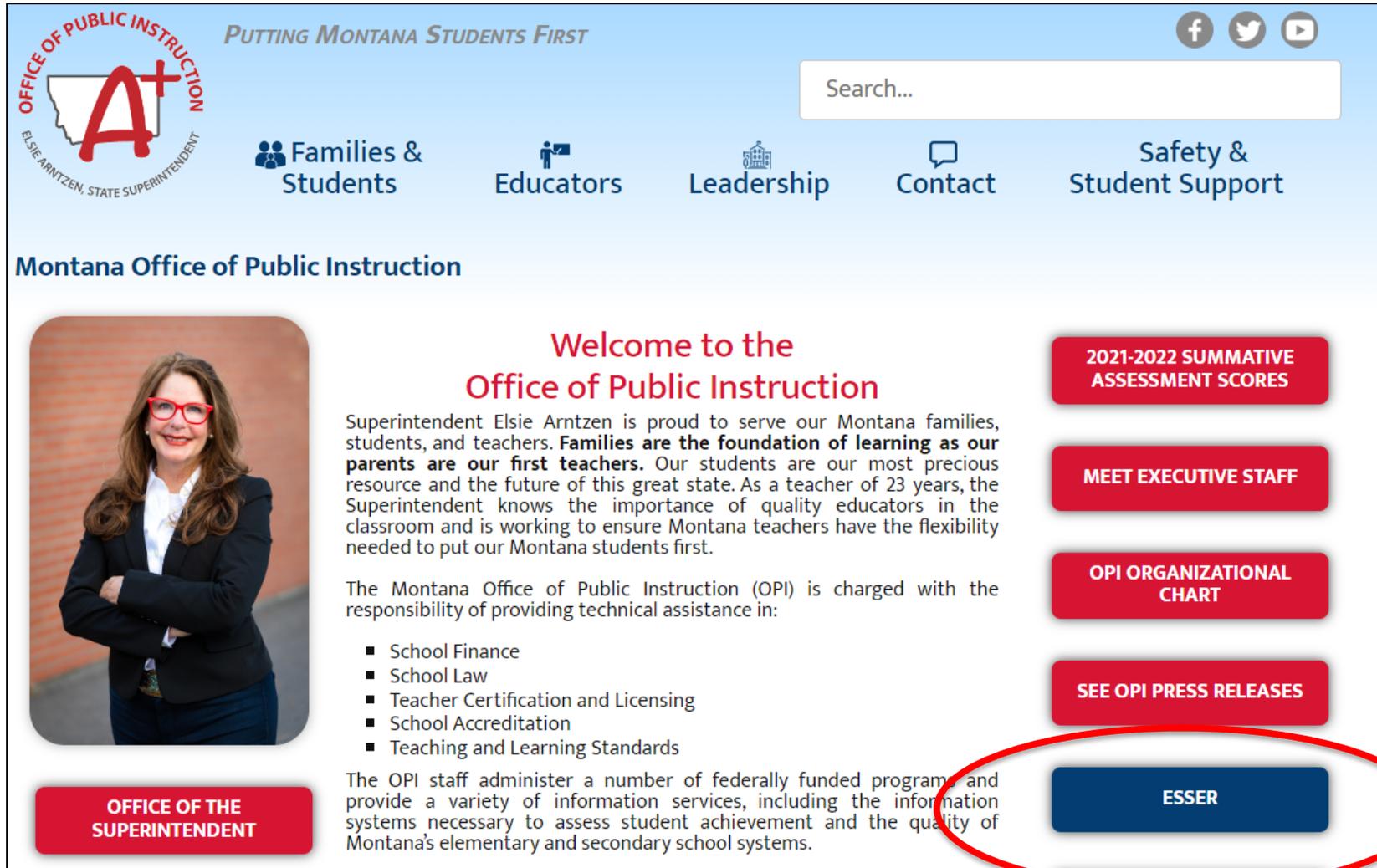
All the required fields match including the *Expenditure and Itemization Description!*

Cash Request Timeline



- Hundreds of cash requests are submitted monthly from 400+ Montana school districts and agencies. These take time to process!
- If it is easy to ‘fully’ understand the Cash Request, 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 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.
 - Cash requests rejected and sent back to a district for modifications can still be processed after the 25th.
- 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



A screenshot of the Montana Office of Public Instruction website. The header includes the OPI logo, the slogan 'PUTTING MONTANA STUDENTS FIRST', and social media icons for Facebook, Twitter, and YouTube. A search bar is located in the top right. Below the header, there are navigation links for 'Families & Students', 'Educators', 'Leadership', 'Contact', and 'Safety & Student Support'. The main content area features a portrait of Superintendent Elsie Arntzen, a welcome message, and a list of services provided by the OPI. On the right side, there are several red buttons for '2021-2022 SUMMATIVE ASSESSMENT SCORES', 'MEET EXECUTIVE STAFF', 'OPI ORGANIZATIONAL CHART', and 'SEE OPI PRESS RELEASES'. At the bottom right, a blue button labeled 'ESSER' is circled in red.

PUTTING MONTANA STUDENTS FIRST



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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