

# Title IV SSAE – Amendment to Allocations in E-Grants

Email Holly Mook at [hmook2@mt.gov](mailto:hmook2@mt.gov) and request an OPI unlock for an Amendment

**Creating the Amendment**

- 1) Bring up the OPI E-Grants Website:  
<https://egrants.opi.mt.gov/OPIGMSWeb/Logon.aspx>
- 2) Log on to E-Grants using User ID. The **Menu List** page will display.
- 3) Click on **eGrants Access / Select** hyperlink on the **Menu List** page.
- 4) Choose the year from the **Select Fiscal Year** drop-down list  
"2019"
- 5) Go into your ESEA/ESSA Application
- 6) Go to the Page\_Lock Control tab

Click dropdown to access program specific pages: ESEA / ESSA Consolidated

Printer-Friendly  
Click to Return to eGrants Access/Select Page  
Click to Return to Menu List / Sign Out

Submit   Grant Summary   Application History   **Page Lock Control**   Application Print

- 7) Once in the Page\_Lock Control, select the radio button next to Expand All

**Page Review Status**

[Click for Instructions](#)

Expand All

**ESEA Consolidated Application**

- ESEA / ESSA Consolidated
- Title I A - Basic
- Title I A - Schoolwide
- Title II - A Supporting Effective Instruction
- Title III - English Language Acquisition
- Title IV - A Student Support and Academic Enrichment
- Title V - B Rural and Low-Income Schools

- 8) Once expanded scroll to Funding and unlock Allocations

Funding	
Allocations	OPEN <input type="checkbox"/>
Topic Funding	OPEN <input type="checkbox"/>

- 9) Select the radio button to unlock

LOCKED

- 10) Scroll down to Title I A – Basic and unlock the Budget Pages by selecting the radio button as done above for

**Budget Pages**

- Targeted\_Assistance Full-Time Equivalents
- Budget Detail
- Property and Equipment

11) If Funds where in Title I – Schoolwide, scroll down to Title I A – Schoolwide and unlock the Budget Pages by selecting the radio button as done above for

Title I A - Schoolwide
Overview
Program Detail
Budget Pages
Schoolwide Full-Time Equivalents
Budget Detail
Property and Equipment

12) Scroll down to Title IV A – Student Support and Academic Enrichment and unlocked the Program Detail and Budget Pages by selecting the radio button as done above for

Title IV - A Student Support and Academic Enrichment
Program Detail
Allowable Uses
Program Objectives
End_of_Year Reporting
Budget Pages
Budget Detail
Budget Breakdown
Property and Equipment

13) Scroll down and select Save

#### **Funding**

- 1) Now go to the Funding tab and zero out Title IV A funds under the Title I A tab; where it was previously transferred. Save page.
- 2) Once this page refreshes you will be able to see your Title IV A funds back under the Title IV A column.

#### **Proceed with Setting up a Title IV A Application**

Guidance, approvable programs, and resources can be found at <http://opi.mt.gov/Leadership/Academic-Success/Title-Other-Federal-Programs>.