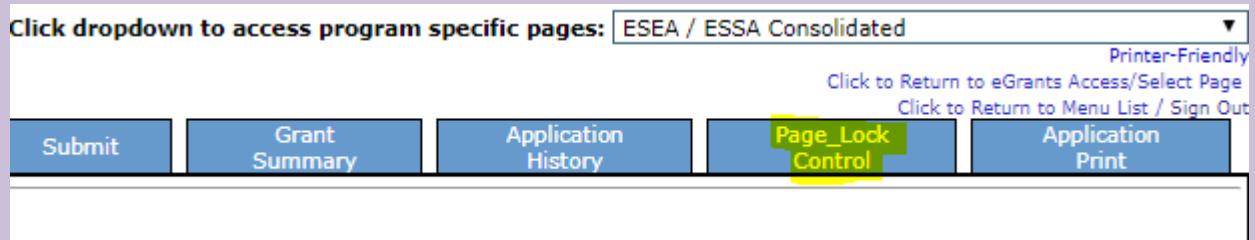


# Title IV SSAE – Amendment to Allocations in E-Grants

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 ▾

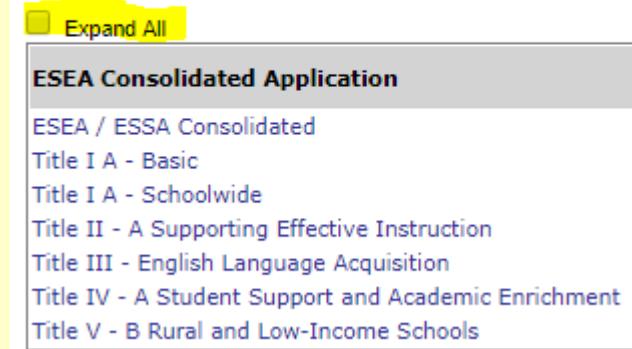
Printer-Friendly  
Click to Return to eGrants Access/Select Page  
Click to Return to Menu List / Sign Out

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**

Topic Funding    **OPEN**

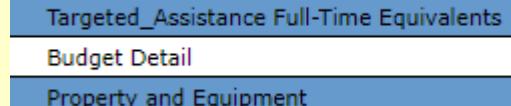
- 9) Select the radio button to unlock



**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.](http://opi.mt.gov/Leadership/Academic-Success/Title-Other-Federal-Programs)