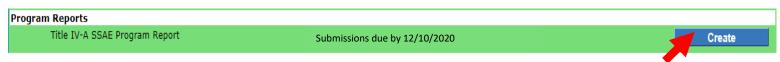**Please note, the Title IV-A SSAE Report for 2019-2020 SY is due <u>DEC. 10, 2020.</u>**
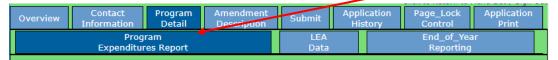
To Create a Title IV-A SSAE Program Report

You will find the Title IV-A SSAE Program Report in the <u>E-grants system- Logon here</u>.

1. On the main menu, select**: E-grants Access/ Select**.
2. On the next screen, make sure **2021** is the selected fiscal year from the dropdown tab.   Near the bottom of the page under <u>Program Reports</u>, you should see the **Title IV-A SSAE Program Report**. In the lower right corner, you will select "Create."

Program Reports		
Title IV-A SSAE Program Report	Submissions due by 12/10/2020	Create

3. Once the application is open, review the **Contact Information** tab to make sure the information is current. Also, in the area labeled **Alternate Contact Approval/Disapproval E-mail Notification** <u>please add the e-mail address</u> of the clerk/business manager (or other staff member responsible for completing the report). This will ensure timely communications regarding approval or revisions needed.

4. Next, navigate to the **Program Detail** tab to complete the three required subtabs.

PROGRAM DETAIL: Program Expenditures Report

To meet federal reporting requirements, you will need to gather specific expenditure data for how the Title IV-A funds were <u>spent by priority area</u> in the identified 12-month window.   For this collection, the 12-month expenditure window is **July 1, 2019 to June 30, 2020**, the state fiscal year.

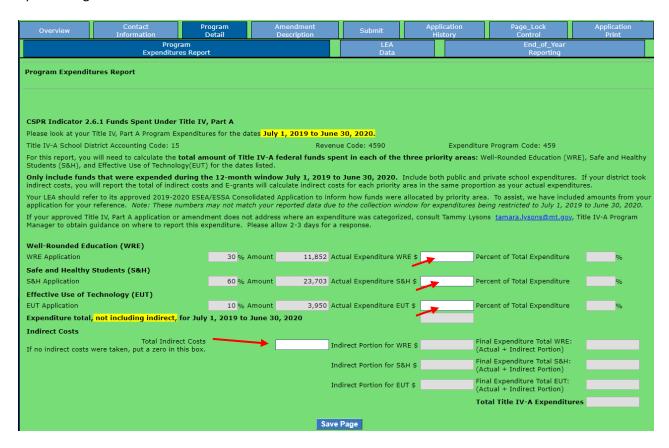The school district accounting codes for Title IV-A are:

Fund: 15	**Revenue Code: 4590**	**Expenditure Program Code: 459**

Title IV-A allowable uses fall into three priority areas: Well-Rounded Education (WRE), Safe and Healthy Students (S&H), and Effective Use of Technology (EUT). In the program report, we have included the percentages and budgeted amounts by priority area from your district's 2019-2020 application for easy reference. These amounts may not match your expenditures due to the more restrictive 12-month reporting window or changes in your Title IV-A program activities that may not have required an amendment.

To complete this report, you will need to analyze your district level expenditures within the 12-month window for Title IV-A and categorize each expenditure into a priority area (Well-Rounded Education, Safe & Healthy Students or Effective Use of Technology). You can reference your last approved *2019-2020 ESEA Consolidated Application* to inform how funds were budgeted by priority area as there is often overlap between the categories. If your approved original application or amendment does not address where an expenditure was categorized, consult with Tammy Lysons, Title IV-A Program Manager, to obtain guidance on where to report the expenditure. Remember to only include funds that were expended during the 12-month window (both public and private school expenditures).

Note: If your district took *indirect costs*, you will report the total of indirect costs separate from the priority areas, and E-grants will calculate *indirect costs* for each priority area in the same proportion as your actual expenditures. If no *indirect costs* were taken, enter a zero in this box.

Once you have analyzed and calculated your total expenditures for each priority area in the 12-month window, you will enter the amounts into the white boxes on the **Program Expenditures Report** tab. There is also an area to report the total for indirect costs expended. The gray fields will calculate automatically upon saving.

Overview	Contact Information	Program Detail	Amendment Description	Submit	Application History	Page_Lock Control	Application Print
	Program Expenditures Report				LEA Data	End_of_Year Reporting	

Program Expenditures Report

CSPR Indicator 2.6.1 Funds Spent Under Title IV, Part A

Please look at your Title IV, Part A Program Expenditures for the dates July 1, 2019 to June 30, 2020.

Title IV-A School District Accounting Code: 15   Revenue Code: 4590   Expenditure Program Code: 459

For this report, you will need to calculate the **total amount of Title IV-A federal funds spent in each of the three priority areas:** Well-Rounded Education (WRE), Safe and Healthy Students (S&H), and Effective Use of Technology(EUT) for the dates listed.

Only include funds that were expended during the 12-month window July 1, 2019 to June 30, 2020. Include both public and private school expenditures. If your district took indirect costs, you will report the total of indirect costs and E-grants will calculate indirect costs for each priority area in the same proportion as your actual expenditures.

Your LEA should refer to its approved 2019-2020 ESEA/ESSA Consolidated Application to inform how funds were allocated by priority area. To assist, we have included amounts from your application for your reference. *Note: These numbers may not match your reported data due to the collection window for expenditures being restricted to July 1, 2019 to June 30, 2020.*

If your approved Title IV, Part A application or amendment does not address where an expenditure was categorized, consult Tammy Lysons tamara.lysons@mt.gov, Title IV-A Program Manager to obtain guidance on where to report this expenditure. Please allow 2-3 days for a response.

Well-Rounded Education (WRE)
WRE Application   30 % Amount   11,852 Actual Expenditure WRE $ [____] Percent of Total Expenditure [____] %

Safe and Healthy Students (S&H)
S&H Application   60 % Amount   23,703 Actual Expenditure S&H $ [____] Percent of Total Expenditure [____] %

Effective Use of Technology (EUT)
EUT Application   10 % Amount   3,950 Actual Expenditure EUT $ [____] Percent of Total Expenditure [____] %

Expenditure total, not including indirect, for July 1, 2019 to June 30, 2020   [____]

Indirect Costs

Total Indirect Costs
If no indirect costs were taken, put a zero in this box.   [____]   Indirect Portion for WRE $ [____]   Final Expenditure Total WRE: (Actual + Indirect Portion) [____]

Indirect Portion for S&H $ [____]   Final Expenditure Total S&H: (Actual + Indirect Portion) [____]

Indirect Portion for EUT $ [____]   Final Expenditure Total EUT: (Actual + Indirect Portion) [____]

Total Title IV-A Expenditures [____]

[Save Page]

PROGRAM DETAIL: LEA Data

Montana is unique in that your school district and consolidated application may represent two different LEAs.

- If your application only represents one LEA: Report a "1" in the priority areas where you spent funds according to the previous tab.
- If your application represents two distinct LEAs, both an Elementary and High School LEA, you will report a "1" or a "2" in each box depending on how your district spent funds. If funds were used district-wide, you will put a "2" in each priority area where funds were spent. Example: If your Elementary spent in Well-Rounded Education, but your high school spent only in Safe and Healthy students, you would put a "1" in each of those priority areas.

Overview	Contact Information	Program Detail	Amendment Description	Submit	Application History	Page_Lock Control	Application Print
	Program Expenditures Report				LEA Data	End_of_Year Reporting	

LEA Data

CSPR Indicator 2.6.2 LEAs who Spent Funds Spent Under Title IV, Part A

• If your application represents only one Local Education Agency (LEA), enter a "1" for each priority area where your LEA spent funds based on the Program Expenditures Report on the previous tab.

• If your 2019-2020 ESEA/ESSA Consolidated application represented two distinct LEAs (example: K-8 LEA and High School LEA that submit a combined application), you will enter a "2" when both the high school LEA and elementary LEA spent funds in a priority area.

Number of LEAs who spent funds by priority area:

Well-Rounded Education   [____]

Safe and Healthy Students   [____]

Effective Use of Technology   [____]

**Must enter a zero, one, or two.

[Save Page]

PROGRAM DETAIL: End of Year Reporting

Review your district's answers to the three End of the Year Reporting questions for your 2019-2020 Title IV-A SSAE Program Activities.

- If you completed this information in your 2020-2021 ESEA/ESSA Consolidated Application, it will show in the gray boxes and you <u>may copy and paste the text provided into the white boxes below</u>.
- If the information in the **gray boxes is incorrect, shows N/A, or if the gray boxes are blank**, please provide the required information in the <u>white boxes</u>.

End of Year Reporting Questions

1. **Describe the programs and activities conducted with these funds in the previous school year. (2019-2020)**
2. **What measures were in place to evaluate the effectiveness of the Title IV-A programs?**
3. **Describe the overall effectiveness of the programs and activities implemented in the previous school year. Include information on how the district can continue to improve the programs and activities under this program in the future.**

Once you have completed the three subtabs under **Program Detail**, the last step is to navigate to the SUBMIT tab which will submit the application to the LEA Authorized Representative to submit to OPI. Please submit no later than **Dec. 10, 2020**.

For more information on Title IV-A, please check out the OPI Title IV Part A: Student Support and Academic Enrichment webpage.

For questions regarding this Title IV-A SSAE Program Report or to request additional technical assistance, contact Tammy Lysons, Title IV-A SSAE Program Manager, 406-444-0829 or tamara.lysons@mt.gov