

Montana State and Federal Grants Handbook

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This handbook provides the basic grant management requirements for grants administered by the Montana Office of Public Instruction.

The Montana Office of Public Instruction (OPI) provides financial assistance to school districts and other subgrantees to enhance educational opportunities for our state's students, support professional development for our teachers and administrators, provide services for our students with special needs, and help foster a safe environment for students and staff.

In the 2011-12 school year, OPI distributed federal grant funds totaling over \$166 million to Montana school districts and other subgrantee entities! As a subgrantor of federal and state funds, OPI is responsible for administering these programs in accordance with general and specific program regulations and for ensuring our subgrantees also comply. Compliance and accountability are essential elements for ensuring our state's continued eligibility for federal and state funds for Montana's schools.

The OPI created this handbook to help subgrantees understand and comply with grant management requirements by explaining the basic policies and processes required for all covered grant programs administered by the OPI.

By providing consistency of processes and policies for the various programs, the OPI strives to make compliance with federal and state laws and regulations more manageable for schools and other subgrantees.

We thank our subgrantees for their dedication and for working so hard to provide a quality education for Montana's students!

This handbook is not published in hardcopy format but is available online on the OPI website: http://opi.mt.gov/Finance&Grants/Index.html#p7GPc1_9