

# OPI GRANTS CALENDAR

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## JULY

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- July 1 State fiscal year begins (20-1-301, MCA).
- July 10 **No grant payments** in July. Next payment is August 10.
- July 25 Cash requests due for grant payments in August.  
For E-Grants projects, submit requests online using the E-Grants Cash Request process. For non-E-Grants projects, submit a hardcopy [Cash Request](#) form to OPI (one time per year).
- July 31 Last day to liquidate obligations for projects that ended June 30, including:
- Federal Programs
  - Adult Basic and Literacy Education
  - Carl Perkins
  - IDEA Part B, Students with Disabilities
  - IDEA Preschool
  - ESEA Title IV, Part B, 21<sup>st</sup> Century Community Learning Centers
  - State Programs
  - Gifted and Talented
  - Indian Education for All (various grants, depending on year)
  - Services for Significant Needs Students (formerly Day Treatment)
  - State Adult Education

Each month, May through September, districts update their E-Grants roles and passwords as needed. Superintendents/Authorized Representatives must consider whether changes in personnel or changes in staff responsibilities for grant management makes it necessary to update/disable/add the roles and passwords for E-Grants access. If so, submit an [LEA E-Grants Security Assignments](#) to the OPI E-Grant Security Coordinator at (406) 444-3448.

## AUGUST

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- August 10 OPI pays cash requests received through July 25.

August 10

Final Expenditure Reports due for projects that ended June 30.  
[NOTE -- For E-Grants projects, submit the Final Expenditure Report online on E-Grants]

Federal Programs

Adult Basic and Literacy Education  
Carl Perkins  
IDEA Part B, Students with Disabilities  
IDEA Preschool  
ESEA Title IV, Part B, 21<sup>st</sup> Century Community Learning  
Centers

State Programs

Gifted and Talented  
Indian Education for All (various grants, depending on year)  
Services for Significant Needs Students (formerly Day  
Treatment)  
State Adult Education

Final Program Reports due for projects ended June 30. [NOTE –  
None of the program reports are on E-Grants.]

Federal Programs

Carl Perkins

State Programs

Gifted and Talented  
Indian Education for All (various grants, depending on year)  
Services for Significant Needs Students (formerly  
Day Treatment)  
State Adult Education

August 25

Cash requests due for grant payments in September.  
For E-Grants projects, submit requests online using the E-  
Grants Cash Request process. For non-E-Grants projects,  
submit a hardcopy [Cash Request](#) form to the OPI (one time  
per year).

August 30

Migrant Education Program (summer projects) Final Program  
Report due to the OPI.

ESEA Title I, Part E, Striving Readers applications are due to the OPI  
on E-Grants.

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In September “Withholding of Funds” notice mailed for projects ended June 30 for which all required Final Expenditure Reports and/or Final Program Reports have not been submitted to the OPI and approved.

Federal Programs

- Adult Basic and Literacy Education
- Carl Perkins
- IDEA Part B, Students with Disabilities
- IDEA Preschool
- ESEA Title IV, Part B, 21<sup>st</sup> Century Community Learning Centers

State Programs

- Gifted and Talented
- Indian Education for All (various grants, depending on year)

School Discipline Data Collection (also known as the “Suspension/Expulsion Log”) is opened for data entry in early September, with submission date starting May 15. [\[more information\]](#)

September 1 Last day to submit grant amendments (budget or program modifications) for projects that will end September 30. For E-Grants projects, submit amendments online using the E-Grants Amendment process. For non-E-Grants projects, submit a hardcopy [Grant Amendment Request](#) form to the OPI.

Federal Programs

- ESEA Title I, Part A, Improving Basic Programs
- ESEA Title I, Part A, Improvement Grants
- ESEA Title I, Part B, Subpart 3, Even Start
- ESEA Title I, Part C, Migrant Education
- ESEA Title I, Part D, Neglected, Delinquent and At-Risk Youth
- ESEA Title I, Part E, Striving Readers
- ESEA Title II, Part A, Improving Teacher Quality
- ESEA Title III, Part A, English Language Acquisition & Language Enhancement
- ESEA Title VI, Part B, Subpart 2, Rural and Low-Income School Program (RLIS)
- ESEA Title X, Part C, Education of Homeless Children and Youth

September 10 The OPI pays cash requests received through August 25.

September 15 Trustees’ Financial Summary (TFS-year-end district revenue and expenditure report) due to the OPI.

Carl Perkins application due to the OPI on E-Grants [NOTE: Due date may vary by year.]

September 15 ESEA Annual Consolidated Applications are due to the OPI on E-Grants: [NOTE: Due date may vary by year.]  
ESEA Title I, Part A, Improving Basic Programs  
ESEA Title II, Part A, Improving Teacher Quality  
ESEA Title III, Part A, English Language Acquisition & Language Enhancement  
ESEA Title VI, Part B, Subpart 2, Rural and Low-Income School Program (RLIS)

September 25 Cash requests due for grant payments in October.  
For E-Grants projects, submit requests online using the E-Grants Cash Request process. For non-E-Grants projects, submit a hardcopy [Cash Request](#) form to the OPI (one time per year).

September 30 Last day to obligate funds for projects that will end September 30.  
Federal Programs  
ESEA Title I, Part A, Improving Basic Programs  
ESEA Title I, Part A, Improvement Grants  
ESEA Title I, Part B, Subpart 3, Even Start  
ESEA Title I, Part C, Migrant Education  
ESEA Title I, Part D, Neglected, Delinquent and At-Risk Youth  
ESEA Title I, Part E, Striving Readers  
ESEA Title II, Part A, Improving Teacher Quality  
ESEA Title III, Part A, English Language Acquisition & Language Enhancement  
ESEA Title VI, Part B, Subpart 2, Rural and Low-Income School Program (RLIS)  
ESEA Title X, Part C, Education of Homeless Children and Youth

Deadline for submitting IDEA Consolidated Application (IDEA Part B and IDEA Preschool). Later application may be accepted, but this date for submission is preferable.

Each month, May through September, districts update their E-Grants roles and passwords as needed. Superintendents/Authorized Representatives must consider whether changes in personnel or changes in staff responsibilities for grant management makes it necessary to update/disable/add the roles and passwords for E-Grants access. If so, submit an [LEA E-Grants Security Assignments](#) form to the OPI E-Grant Security Coordinator at (406) 444-3448.

In October	Annual Data Collection (ADC) due to the OPI. Data snapshot is the 1 <sup>st</sup> Monday in October. Reporting window begins in early October. In mid-October, an electronic file and a hardcopy checklist, school calendar, and master schedule are due to county superintendents. In late October, the electronic files and hardcopy reports are due to the OPI. <a href="#">[more information]</a>
October 1	Carl Perkins Fall Accountability Data Collection begins in AIM. <a href="#">[more information]</a>
First Monday	Districts and Special Education Cooperatives count number of students with disabilities for IDEA, Part B child count. <a href="#">[more information]</a>
October 10	The OPI pays cash requests received through September 25.
October 15	Applications for Title I reallocated funds due to the OPI for ESEA Title I, Part A (if applying).
October 25	Cash requests due for grant payments in November. For E-Grants projects, submit requests online using the E-Grants Cash Request process. For non-E-Grants projects, submit a hardcopy <a href="#">Cash Request</a> form to the OPI (one time per year).
October 31	Last day to liquidate obligations for projects ended September 30. <u>Federal Programs</u> ESEA Title I, Part A, Improving Basic Programs ESEA Title I, Part A, Improvement Grants ESEA Title I, Part B, Subpart 3, Even Start ESEA Title I, Part C, Migrant Education ESEA Title I, Part D, Neglected, Delinquent and At-Risk Youth ESEA Title I, Part E, Striving Readers ESEA Title II, Part A, Improving Teacher Quality ESEA Title III, Part A, English Language Acquisition & Language Enhancement ESEA Title VI, Part B, Subpart 2, Rural and Low-Income School Program (RLIS) ESEA Title X, Part C, Education of Homeless Children and Youth

In November	OPI sends preliminary maintenance of effort report to authorized representatives, district clerks and special education clerks (ESEA Programs, Impact Aid Program, and IDEA Programs).
On or before November 1	State Secondary Vocational Education payment (20-7-306, MCA) made by the OPI (one annual payment).
Second Friday	Special Education Child Count due to the OPI. <a href="#">[more information]</a>
November 10	The OPI pays cash requests received through October 25.

Final Program Reports due for projects ended September 30 [NOTE –No Final Program Reports are submitted through the E-Grants system. Most are hardcopy reports.]

Federal Programs

(NOTE: ESEA Title I, Part A Final Program Reports are due June 30, so the program is not listed below.)  
 ESEA Title I, Part B, Subpart 3, Even Start  
 ESEA Title I, Part C, Migrant Education  
 ESEA Title I, Part D, Neglected, Delinquent and At-Risk Youth  
 ESEA Title I, Part E, Striving Readers  
 ESEA Title II, Part A, Improving Teacher Quality  
 ESEA Title III, Part A, English Language Acquisition & Language Enhancement  
 ESEA Title VI, Part B, Subpart 2, Rural and Low-Income School Program (RLIS)  
 ESEA Title X, Part C, Education of Homeless Children and Youth

Final Expenditure Reports (fiscal closeout reporting) due for projects ended September 30 [NOTE -- For E-Grants projects, submit the Final Expenditure Report online on E-Grants].

Federal Programs

E-Grants -- ESEA Title I, Part A, Improving Basic Programs  
 E-Grants -- ESEA Title I, Part A, Improvement Grants  
 Paper -- ESEA Title I, Part B, Subpart 3, Even Start  
 E-Grants -- ESEA Title I, Part C, Migrant Education  
 Paper -- ESEA Title I, Part D, Neglected, Delinquent and At-Risk Youth  
 Paper -- ESEA Title I, Part E, Striving Readers  
 E-Grants -- ESEA Title II, Part A, Improving Teacher Quality  
 E-Grants -- ESEA Title III, Part A, English Language Acquisition & Language Enhancement  
 E-Grants -- ESEA Title VI, Part B, Subpart 2, Rural and Low-Income School Program (RLIS)

Paper -- ESEA Title X, Part C, Education of Homeless Children and Youth

November 25 Cash requests due for grant payments in December.  
For E-Grants projects, submit requests online using the E-Grants Cash Request process. For non-E-Grants projects, submit a hardcopy [Cash Request](#) form to the OPI (one time per year).

**DECEMBER**

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In December "Withholding of Funds" notice mailed for projects that ended September 30 for which Fiscal Expenditure Reports and/or Final Program Reports have not been submitted to the OPI and approved.

Federal Programs

- ESEA Title I, Part A, Improvement Grants
- ESEA Title I, Part B, Subpart 3, Even Start
- ESEA Title I, Part C, Migrant Education
- ESEA Title I, Part D, Neglected, Delinquent and At-Risk Youth
- ESEA Title II, Part A, Improving Teacher Quality
- ESEA Title III, Part A, English Language Acquisition & Language Enhancement
- ESEA Title VI, Part B, Subpart 2, Rural and Low-Income School Program (RLIS)
- ESEA Title X, Part C, Education of Homeless Children and Youth

December 1-20 Window for submitting Trustees' Financial Summary (TFS) information to the OPI to correct reporting errors that affected Maintenance of Effort (MOE).

December 10 OPI pays cash requests received through November 25.

December 20 Last day for school districts and cooperatives to submit corrections to Trustees' Financial Summary (TFS) data to the OPI for Maintenance of Effort calculations. Data changes after this date will be made only through the hearings process.

December 26 Cash requests due for grant payments in January.  
For E-Grants projects, submit requests online using the E-Grants Cash Request process. For non-E-Grants projects, submit a hardcopy [Cash Request](#) form to the OPI (one time per year).

December 31 Last day to submit applications and obtain OPI approval of awards for Title I, Part A. After this date, the OPI will reallocate funds to other subgrantees from districts that have refused funds or have not yet applied for funds.

Carl Perkins Fall Accountability Data Collection ends in AIM. [\[more information\]](#)

## **JANUARY**

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January 10 OPI pays cash requests received through December 25.

January 25 Cash requests due for grant payments in February.  
For E-Grants projects, submit requests online using the E-Grants Cash Request process. For non-E-Grants projects, submit a hardcopy [Cash Request](#) form to the OPI (one time per year).

January 31 ESEA Title VIII, Impact Aid applications due to U.S. Department of Education, with a copy to the OPI (Date may vary by year depending on federally established due date or extension).

Late January Career and Technical Education Student Participation Reports – OPI emails an electronic link for the reports to all high school districts and posts the report on the OPI website.

## **FEBRUARY**

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February 10 OPI pays cash requests received through January 25.

February 15 OPI transmits ESEA Title VIII, Impact Aid information to the U.S. Department of Education.

February 25 Cash requests due for grant payments in March.  
For E-Grants projects, submit requests online using the E-Grants Cash Request process. For non-E-Grants projects, submit a hardcopy [Cash Request](#) form to the OPI (one time per year).

End of February Career and Technical Education Student Participation Reports due to the OPI.

In March	<p>Gifted &amp; Talented State Grant Program – “Intent to Participate” due to the OPI.</p> <p>ESEA/NCLB “Intent to Participate” is made available. Due to the OPI in mid-April.</p> <p>Private/nonpublic school participation in federal program packets distributed by the OPI to authorized representatives.</p> <p>E-Grants Prime Applicants and Consortiums Determined: Annual opportunity for districts to submit changes in Prime Applicant districts, consortium memberships, and intention to apply for grants as an elementary/high school system. Districts must notify the OPI of changes planned in consortium or school system projects by the stated response date or the previous year's consortiums and systems will remain in place for another year.</p> <p>The OPI makes indirect cost rate applications for ensuing year available online. Due by April 30 in order to be available for budgeting in E-Grants for next year's projects. The OPI will accept later applications, but the subgrantee may not apply the indirect cost rate to grant expenditures incurred before the date the OPI approves the rate. <a href="#">[more information]</a></p> <p>Carl Perkins “Intent to Apply” is available electronically (high school districts only). Due in mid-April. State Career and Vocational/Technical Education electronic applications and “Intent to Apply” are due to OPI in mid-April.</p>
March 1	<p>Carl Perkins Spring Accountability Data Collection begins in AIM. <a href="#">[more information]</a></p>
March 10	<p>OPI pays cash requests received through February 25.</p>
March 25	<p>Cash requests due for grant payments in April.</p> <p>For E-Grants projects, submit requests online using the E-Grants Cash Request process. For non-E-Grants projects, submit a hardcopy <a href="#">Cash Request</a> form to the OPI (one time per year).</p>
March 31	<p>Audit reports due to the OPI from subgrantees spending federal funds of \$500,000/year or more (i.e., A-133 audits).</p>

## APRIL

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- In April Final maintenance of effort report and application packet for IDEA Part B and preschool grants is posted on the OPI website, and OPI sends a notice to authorized representatives of districts and cooperatives.
- Private/nonpublic school participation in federal programs information must be completed by authorized representatives and returned to the OPI [\[more information\]](#).
- April 10 OPI pays cash requests received through March 25.
- Mid April Carl Perkins "Intent to Apply" and State Career and Vocational/ Technical Education electronic application are due to OPI (high school districts only). Only high school districts or K-12s who submit their intent to apply to the OPI will receive a Carl Perkins allocation for the coming year.
- April 25 Cash requests due for grant payments in May.  
For E-Grants projects, submit requests online using the E-Grants Cash Request process. For non-E-Grants projects, submit a hardcopy [Cash Request](#) form to the OPI (one time per year).
- April 30 [Indirect Cost Rate \(IDC\) applications](#) due to the OPI for the following school year.
- Title IV, Part B, 21<sup>st</sup> Century Community Learning Centers applications [for new projects](#) due to the OPI.
- Carl Perkins Spring Accountability Data Collection ends in AIM. [\[more information\]](#)

## MAY

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- In May Gifted & Talented State Grant Program – The OPI approves applications and sends award notifications on E-Grants.
- Adult Basic and Literacy Education (ABLE) approval letter mailed to authorized representatives.
- In May Applications [with preliminary allocation amounts](#) are usually available on E-Grants for the following year's grant projects. Release date varies depending on date of preliminary federal allocations and computer programming needs of the OPI.

NOTE: Districts or other subgrantee organizations must submit an application ("Substantially Approvable") before incurring grant expenditures.

- May 10 OPI pays cash requests received through April 25.
- May 15 School Discipline Data Collection (also known as the "Suspension/Expulsion Log") is available for submission. System opens for data entry in early September, with submission date starting May 15. [\[more information\]](#)
- May 25 Cash requests due for grant payments in June.  
For E-Grants projects, submit requests online using the E-Grants Cash Request process. For non-E-Grants projects, submit a hardcopy [Cash Request](#) form to the OPI (one time per year).

Each month, May through September, districts update their E-Grants roles and passwords as needed. Superintendents/Authorized Representatives must consider whether changes in personnel or changes in staff responsibilities for grant management makes it necessary to update/disable/add the roles and passwords for E-Grants access. If so, submit an [LEA E-Grants Security Assignments](#) form to the OPI E-Grant Security Coordinator at (406) 444-3448.

## **JUNE**

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- In June Adult Basic and Literacy Education (ABLE) applications are mailed from the OPI.
- June 1 Last day to request grant amendments (budget and program modifications) for projects that will end June 30.  
For E-Grant projects, submit a grant amendment online using the E-Grant Amendment process. For non-E-Grant projects submit a hardcopy [Grant Amendment form](#) to the OPI.
- Federal Programs  
Adult Basic and Literacy Education  
Carl Perkins  
IDEA Part B, Students with Disabilities  
IDEA Preschool  
ESEA Title IV, Part B, 21<sup>st</sup> Century Community Learning Centers
- State Programs  
Gifted and Talented  
Indian Education for All (various grants, depending on year)

Services for Significant Needs Students (formerly Day Treatment)  
State Adult Education

- June 10 "First June Grant Payment" – The OPI pays cash requests received through May 25.
- June 23 "Second June Grant Payment" – The OPI pays cash requests received from May 26 - June 20. Next payment is August 10.
- June 30 Last day to obligate funds for projects ending June 30.  
Federal Programs  
Adult Basic and Literacy Education  
Carl Perkins  
IDEA Part B, Students with Disabilities  
IDEA Preschool  
ESEA Title IV, Part B, 21<sup>st</sup> Century Community Learning Centers  
State Programs  
Gifted and Talented  
Indian Education for All (various grants, depending on year)  
Services for Significant Needs Students (formerly Day Treatment)  
State Adult Education

State fiscal year ends.

Title IV, Part B, 21<sup>st</sup> Century Community Learning Centers applications for continuing projects due to the OPI on E-Grants.

Title I, Part A Final Program Reports due to the OPI. (NOTE: Projects run through September 30, but program reports must be submitted by June 30).

Migrant Education Program (regular year project) Final Program Reports due to the OPI.

Audit reports due to OPI from subgrantees spending federal funds of less than \$500,000/year (i.e., non-A-133 audits).

- Late June Adult Basic and Literacy Education (ABLE) applications are due to the OPI.

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