



Office of Public Instruction  
P.O. Box 202501  
Helena, MT 59620-2501  
Phone: 406.444.3680  
opi.mt.gov

## Title IV-A Student Support and Academic Enrichment Program E-Grants Application Instructions

### Program Detail

#### Allowable Uses

##### **Indirect Costs**

The Allowable Uses tab includes a field to set aside indirect costs before distributing funds to the three allowable uses for Title IV-A: Well Rounded Education, Safe and Healthy Students, and Effective Use of Technology. The actual allowable indirect cost may vary if your district has any 700-Property and Equipment purchases planned as indirect costs cannot be taken on these expenditures. If your district is planning for a property and equipment purchase, you may only budget the max allowable indirect amount from your budget detail line (E) which will calculate when your budget is fully allocated. To ensure your calculations by use of funds category match your budget page, make sure line (G) matches the indirect amount entered on the Allowable Uses tab.

##### **Allocations to the Program Areas**

Allocate the funds available for distribution, after indirects are taken out to a program area based on the following statutory requirements:

- LEAs receiving \$30,000 or more must fund activities in all three program areas with a minimum of 20% in Well Rounded Education, a minimum of 20% in Safe and Healthy Students, and a minimum of 1% in Effective Use of Technology.
- LEAs receiving less than \$30,000 may fund activities in one, two, or three of the program areas.
- The amount available for distribution will show just below the white box for Indirects.

The screenshot shows a form with the following fields and values:

Field	Value
Title IV Part A Total Available Amount:	\$ 234,214
IDC Rate:	4
Maximum Calculated Indirect Cost:	9,008
Indirect Costs. Enter amount to be budgeted.	9,008
Title IV-A Amount Available for Distribution	225,206

A red arrow points to the 'Title IV-A Amount Available for Distribution' field. A blue button labeled 'CALCULATE TOTALS' is at the bottom.

If your district conducted a **Needs Assessment**, you have already identified what areas are the greatest need to address for your district. You will still report on your Needs Assessment on the Program Detail, Program Objectives tab if you are over \$30,000.

Note: It may be helpful to first map out your planned expenditures by Use of Funds category utilizing the Budget Detail tab. The Budget Summary tab will show your total by Use of Funds categories in the lower right. After you have completed your budget, make sure these amounts match the Allowable Uses tab.

Totals by Use of Funds	Well Rounded Education Safe and Healthy Students Effective Use of Technology	100,000	15,206				100,000 10,000		115,206 100,000 10,000
Total Direct Costs		100,000 42.70 %	15,206 6.49 %				110,000 46.97 %		225,206 96.15 %
Approved Indirect Cost X 4.1000%									9,008 3.9999 %
Total Budget									234,214

If you are subject to the 20%/20%/1% rule that requires a minimum in each category, please make sure you have met these assurance in both your Budget Detail and on the Allowable Uses tab.

Note that for **all** funds distributed to the Effective Use of Technology (EUT) category, there is a **15% cap** on funds that can be used for infrastructure which includes **devices, equipment, software, and digital content**. At least 85% of funds in this category should be spent on activities such as: professional development in utilizing classroom technology, training in providing remote or blended learning, or providing staff with increased technology support by increasing FTE or contracting with a technology specialist as examples. This cap only applies to funds in the EUT category.

### **Small Rural School Achievement (SRSA) Eligible LEAs:**

ESEA section 5211(a) allows SRSA-eligible LEAs greater flexibility in spending their Title IV, Part A funds. Title IV-A funds may be used for activities under certain ESEA programs, but are not subject to all the rules and requirements of these programs. ***For example: SRSA eligible LEAs may use REAP-Flex or "alternative uses of funds" authority within Title IV-A to spend up to 100% of funds in the EUT category on technology infrastructure.***

LEAs may use Title IV-A funds to pay for activities under any of the allowable uses for SRSA grant funds.

LEAs **do not** need to apply for (or receive) SRSA funds to exercise the alternative use of funds authority.

ESEA section 5211(a) allows SRSA-eligible LEAs greater flexibility in spending their Title IV, Part A funds. Title IV-A funds may be used for activities under certain ESEA programs, but are not subject to all the rules and requirements of these programs. LEAs may use Title IV-A funds to pay for activities under any of the allowable uses for SRSA grant funds. LEAs do not need to apply for (or receive) SRSA funds to exercise the alternative use of funds authority. See Funding tab of main ESEA application for additional information on SRSA and Reap-Flex.

☒ CHECK HERE TO UTILIZE REAP-FLEX OR "ALTERNATIVE USES OF FUNDS" AUTHORITY WITHIN TITLE IV-A.

Well Rounded Education

Safe and Healthy Students

Effective Use of Technology

### ***Allowable Uses Check Boxes***

For each program area that you are distributing funds, you should check the category or categories that most closely align with your program. Only check the program categories for which Title IV-A funds will be used.

### **Program Objectives**

#### ***Program Description***

This page is auto populated based on the checkboxes selected on the Allowable Uses page. All displayed fields are required. If nothing displays on this page, return to the Allowable Uses page and select at least one checkbox in the area(s) that have an allocation distribution.

Describe the activities and programming to support each allowable use area identified, noting any community partnerships. Include the program objectives and intended outcomes and explain how these activities will be periodically evaluated for effectiveness based on such objectives and intended outcomes.

### ***Needs Assessment for districts receiving \$30,000 or more***

Per statute 4106 (d), if your district received more than \$30000 in funding, describe the Needs Assessment process for Title IV-A. Include an overview of which stakeholders attended the discussion, when it was conducted, what data the team used to inform decisions, and what the results of the assessment were.

The Needs Assessment **must be completed at least once every three years**. Make sure you include the date of your most recent Needs Assessment. The Needs Assessment should occur prior to any decisions being made about transferring funds. The Needs Assessment field will populate based on your current year Title IV-A allocation which does not consider carryover.

If this is your first year receiving an award of \$30,000 or more, you will need to complete a Needs Assessment with stakeholders. Consult with the Title IV-A program manager regarding recommended Needs Assessment processes if you are not utilizing the Montana Comprehensive Needs Assessment(CNA) or the [US Department of Education Title IV-A Needs Assessment](#) tools.

## End of Year Reporting

This page is required if you ran a Title IV-A program in the previous school year.

On this page, in the first box, you will describe the programs and activities conducted with these funds. Make note of any changes to the program and the reason you may have made changes to your planned program or activities, such as alternate grant funding acquired, school closures, or inability to conduct in-person professional development as planned.

Identify what measures you used to evaluate the effectiveness of your Title IV-A Programs and activities. These measures could be the data sources used in your Needs Assessment if you were required to conduct one. Examples of measurement could include student assessment data; staff, parent, or student surveys; YRBS data; or other quantitative data such as student to counselor ratio, student physical activity minutes, or behavior referrals to name a few examples.

Describe the overall effectiveness of the program and activities implemented and include information on what programs will be continued through this funding in the future based on the identified positive outcomes or which programs may have been determined to be less effective and may be discontinued. Evaluation of the program should include reviewing the implementation process, such as was the program implemented with fidelity, as well as the outcomes. The [T4PA Evaluation Guide](#) may be a helpful resource for this step.

## Budget Pages

### Private/Nonpublic Equitable Share

This page populates from the ESEA/ESSA Consolidated, Title IV-A Equitable Share page. To make changes, you must update the information on the ESEA/ESSA Consolidated level.

If you have a private school equitable share, you will need to follow consultation guidance to determine in partnership with your local private school(s) how you will be providing Title IV-A programs and services to your private school enrolled students. Make note of the Equitable Share amount and be sure you identify the planned expenditure of these funds in the description section on your Budget Detail page as its own line item. Example: "Suicide prevention training for Montana Private School"

### Budget Detail

Utilize existing **Budget Detail** page instructions linked at the top.

The budget is set up so that each planned expenditure must be labeled by Object Code, Purpose Category, and a **Use of Funds** category. Allowable use of funds categories for Title IV-A SSAE are: Well Rounded Education, Safe and Healthy Students, and Effective Use of Technology. All expenditures will need to be identified with a Use of Funds category. The total amount for each Use of Funds category must be within \$1 of the amount allocated to each program area on the Program Detail, Allowable Uses tab. If these total category values differ by more than one dollar, you will be notified through the consistency check.

For Use of Funds: Effective Use of Technology expenditures, you will need to ensure that not more than 15% is used for infrastructure: devices, equipment, software, or digital content. The amount available for infrastructure will be calculated on the Program Detail, Allowable Uses tab. The 15% cap will be assessed manually and will not show in the consistency check if you have overbudgeted for infrastructure, but it will cause your application to be returned to you for changes.

For all funds in 100-Salaries, you will be required to have a matching 200-Benefits row for each Use of Funds area.

As there is no longer a topic 8 to budget your private school student equitable share, be sure you identify the planned expenditure of these funds in the description section on your Budget Detail. If the private school equitable share funds will be spent in more than one program area, each Use of Funds area will require its own row. If the funds will be used on a collaborative activity with the public school such as a professional development opportunity, you do not need to separate out the public/private portions into distinct rows, but please provide information about the private school participation in the description.

If you budget funds in 700-Property and Equipment, you will also need to provide the information on the 700 Property and Equipment tab. Note, that funds in object code 700 are not eligible for indirect costs and your max allowable indirect cost amount will decrease and need to be modified on the allowable uses tab so that the use of funds will match the amount distributed to each program area.

### **Property and Equipment**

Property and Equipment Object Code 700 guidance applies to this tab. Equipment is property that's value is \$5,000 or greater per unit and includes items that are tangible, nonexpendable, and have a useful life of more than one year. Property which does not meet the definition of equipment is considered a supply item and should be entered in Object Code 600. Preapproval is required for "equipment" purchases. Entering each item budgeted under Object code 700 on this tab serves as a request for preapproval for purchase. OPI approval of the grant application infers approval of equipment requests under these circumstances.

### **Budget Summary**

This is a "Read-Only" page that displays the summary of all the details entered on the Budget Detail page. You can use this page to compare the budget detail totals for each category (well rounded education, safe and healthy students, and effective use of technology) to compare with the amounts on your allowable uses tab. The totals budgeted for each category must be within one dollar of the amount distributed by percentage on the allowable uses tab.

### **Page Lock Control**

Use this tab to lock and unlock the Title IV-A application pages.