2024-2025 Grant Deadlines & Details

Please read below carefully regarding important 2024-2025 Grant deadlines

Final Obligation Date – 09/30/2025

Final Draw down – 10/31/2025

Final Payment Receive Date – 11/10/2025

Final Expenditure Reports Due – 11/10/2025

Grants Ending September 30th:

- ESEA Consolidated Application

  - Title I A – Schoolwide

  - Title I A – Basic

  - 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

- IDEA Consolidated Application

  - IDEA Part B

  - IDEA Preschool

- Regional CSPD

- Title I - C Migrant

- Targeted Support and Improvement

- Title I School Support

- Title I-D – Neglected and Delinquent
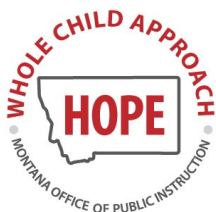
- Title I-D State Level

- Title III: Emergency Immigrant

- McKinney-Vento Homeless Education

- McKinney Vento Continuing

- MCLP State Development Project

- Project AWARE Mental Health Application

- Title IV – A Stronger Connections Grant

- ESSER III Consolidated Application

  - ESSER III Base

  - ESSER III School District Supplemental

  - ESSER III Other Education Institutions

  - ESSER III Lost Instructional Time

- ESSER ELO SY2024

  - After School

  - Summer

- Math Innovation Zones

IMPORTANT NOTES:

New year grant payments will **NOT** be processed until all final expenditure reports are submitted and approved. This includes any programs that may have transferred funds: **(Title IA, Title IIA, Title III, Title IVA, and Title VB).** To determine what programs are required, this can be located under the application under Funding Tab, as well as under the payments.

ESEA Consolidated - If the district transferred funds to Schoolwide or Title IA, $0 final expenditure reports are still required to be submitted to OPI for ALL originating programs. The grant will not be considered closed out until all reports have been received. The $0 reports will be created/submitted the same way, the only difference is the accumulated expenditures will be $0. Submitting these reports ensures that any carryover remaining within the grant is transferred into the new year correctly.

Example - If a district received Title IA, Title IIA, Title IVA, and Title VB funds, but partial or all funds were transferred into Schoolwide, OPI would need a report for Schoolwide, as well as $0 reports for Title IA, Title IIA, Title IVA, and Title VB. The same process would apply if funds were transferred into Title IIA.

Please remember that payments can be made on final expenditure reports for those who have submitted at least one cash request within the grant period. As a cash request, sufficient details and supporting documentation will be required for approval. If you have not submitted a cash request over the duration of the grant period, you must submit a cash request and wait for funds to be received before submitting the final expenditure report to ensure all payments are captured under the funds released column. Final expenditure reports received by the OPI after the due date must have Centralized Services or the OPI's approval prior to submittal.

Instructions for completing the final expenditure report:

Final expenditure reports are located within the payments section of E-Grants, below where users create cash requests. Create a final expenditure report and fill out the accumulated expenditures to date column with <u>final</u> totals, listing how funds were expended. If you are requesting a final payment off the Final Expenditure Report, please add the funds already released to the funds being requested in the accumulated expenditures column. On the bottom left of the report, the "Funds on Hand" amount should reflect the amount you are requesting. If your District finds that it over requested funds throughout the year, this can be corrected on the final expenditure report by reducing the amount in the accumulated expenditures column.

EXAMPLE: If the number is negative- "($458.00)"- this is the payment OPI will be sending. If the amount is a positive number- "$458.00"- this is the refund due to the OPI.

Once this has been completed, select the End Period Expense Date: 9/30/20XX

Check the Final Expenditure check box on the bottom left of the page.

Select calculate totals. If no errors appear, save, and submit to OPI

E-Grants Cash Request Detail

OPI has changed the guidelines for what is acceptable when approving cash requests. The increase in detail is needed in response to OPI audit findings related to the cash request process. This change has made it easier for the cash requests to be approved in a timely manner and has resolved any discrepancies in the submission information. It is intended to prevent the need to submit receipts/documentation for every purchase request sent through to OPI.

If you see cash requests being returned to your district more frequently, please look through your descriptions and make sure it ties to what your original grant application states. If changes are needed to your application, please submit an amendment before creating another cash request.

OPI must strengthen our process of determining that the expenses are allowable under the grants. This change included salaries and benefits. Instead of writing salaries/benefits/supplies, etc., we are requesting that you include more of what was written in the original application. Below are some examples of what we are requesting:

Object code 100 – Salaries for _____ Who? Teachers/Paraprofessionals/Instructional? Please be more specific about who/what the salaries are for and that they tie to the grant. You can include the person's name, but it is not required.

Object code 200 – Benefits for _____ Districts can indicate that benefits are listed for the above salaries, that will be acceptable.

Object code 300 – Contracted/Professional services for _____ Please be more specific of the contracted services – Who is the contract with? What is the contract for?

Object code 400 – Be specific on what building services (rent, utilities, repairs, etc.)

Object code 500 – Professional Development for_____ Travel for _____ - What training? Who attended the training? Travel costs for whom? Registrations for?

Object code 600 – Instead of writing supplies, please write what the supplies were and what they were used towards. For example: books, office supplies, computer equipment, instructional learning items, etc. with a short description of what they were used towards.

If you have questions or concerns, please reach out to the Grant Accountant assigned to the grant in question. This can be located under the Grant Award Notification associated to specific grants or programs.

For Questions, Please Contact:

Catlin Clifford: catlin.clifford@mt.gov or 444-3692

Julie Moore: julie.moore@mt.gov or 444-0727

Chris Warren: christine.warren@mt.gov or 444-2765

Steven Morgan: steven.morgan@mt.gov or 594-9728

E-Grants Security: egrants@mt.gov

CSD Senior Manager

Deann Willcut: deann.willcut@mt.gov or 444-2563

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Montana Office of Public Instruction
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