



ESEA Consolidated Application Returned How-To Instructions

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1. E-Grants Access Select > ESEA Consolidated Application > Review Summary

Select Fiscal Year: [Click to view Funding Summary](#)

Grant	Application Name	Revision	Status	Date	Actions
	IDEA Consolidated Application	<input type="text" value="Original Application"/>	Final Approved	9/3/2025	<input type="button" value="OPEN"/> <input type="button" value="PAYMENTS"/> <input type="button" value="REVIEW SUMMARY"/>
	ESEA Consolidated Application	<input type="text" value="Original Application"/>	Submitted To OPI	9/23/2025	<input type="button" value="OPEN"/> <input type="button" value="Payments"/> <input type="button" value="REVIEW SUMMARY"/>

2. Review Summary (Returned One Time)

If the application has only been returned one time, the Review Summary page will look like this:

Review Summary

[Click for Instructions](#)
 latest submission to OPI occurred on: 9/23/2025

Select	Stop	Group	Staff	Status	Status Date
	1	Applicant Data Entry group - No assure/submit	[REDACTED]	Not Specified	
	2	Authorized Rep	[REDACTED]	Submitted	9/23/2025
<input type="radio"/>	3	State Agency Title VA Program Staff	Marisa Britton-Bostwick	Accepted	9/23/2025
<input type="radio"/>	3	State Agency Title III Program Staff	Serena Wright	Accepted	9/23/2025
<input checked="" type="radio"/>	3	State Agency Title IA Program Staff	Kimberly Reblich	Returned	9/24/2025
<input type="radio"/>	3	State Agency Title IVA Program Staff	Marisa Britton-Bostwick	Accepted	9/23/2025
<input type="radio"/>	3	State Agency Title IIA Program Staff	Marisa Britton-Bostwick	Accepted	9/23/2025
<input type="radio"/>	4	State Agency Final Review	Zachariah Hawkins	Not Started	9/24/2025

1. Look for “returned” under the Status Date column. Each program that is returned will include a checklist with specific comments regarding the modifications that need to be made.
2. Click on the radio button next to the returned program.
3. Click on Review Checklist.
4. The application will open in the current browser window/tab.
5. The Review Checklist will open in a second browser window/tab.

2. Review Summary (Returned More Than One Time)

If the application has been returned more than one time, the Review Summary page will look like this:

Review Summary

[Click for Instructions](#)
 latest submission to OPI occurred on: 10/3/2025

Round 3						
Select	Stop	Group	Staff	Status	Status Date	Staff
	1	Applicant Data Entry group - No assure/submit	[REDACTED]	Not Specified		
	2	Authorized Rep	[REDACTED]	Submitted	10/3/2025	
<input checked="" type="checkbox"/>	4	State Agency Final Review	Zachariah Hawkins	Not Started	10/5/2025	
	3	State Agency Title IA Program Staff	Kimberly Rebich	Preassignment		
	3	State Agency Title IIA Program Staff	Marisa Britton-Bostwick	Preassignment		
	3	State Agency Title III Program Staff	Serena Wright	Preassignment		
	3	State Agency Title IVA Program Staff	Marisa Britton-Bostwick	Preassignment		
	3	State Agency Title VA Program Staff	Marisa Britton-Bostwick	Preassignment		

1. Do not click on the radio button.
2. Do not click the Review Checklist button.
3. Click the Show Prior Rounds button.

Round 1						
Select	Stop	Group	Staff	Status	Status Date	Staff
	1	Applicant Data Entry group - No assure/submit	[REDACTED]	Not Specified		
	2	Authorized Rep	[REDACTED]	Submitted	9/3/2025	
<input type="radio"/>	3	State Agency Title VA Program Staff	Marisa Britton-Bostwick	Accepted	9/3/2025	
<input type="radio"/>	3	State Agency Title III Program Staff	Serena Wright	Accepted	9/4/2025	
<input type="radio"/>	3	State Agency Title IA Program Staff	Kimberly Rebich	Returned	9/4/2025	
<input type="radio"/>	3	State Agency Title IVA Program Staff	Paige Sedahl	Accepted	9/3/2025	
<input type="radio"/>	3	State Agency Title IIA Program Staff	Marisa Britton-Bostwick	Accepted	9/3/2025	
<input type="radio"/>	3	State Agency Title VA Program Staff	Marisa Britton-Bostwick	Accepted	9/12/2025	
<input type="radio"/>	3	State Agency Title III Program Staff	Serena Wright	Accepted	9/12/2025	
<input type="radio"/>	3	State Agency Title IA Program Staff	Kimberly Rebich	Returned	9/12/2025	
<input type="radio"/>	3	State Agency Title IVA Program Staff	Paige Sedahl	Accepted	9/15/2025	
<input type="radio"/>	3	State Agency Title IIA Program Staff	Marisa Britton-Bostwick	Accepted	9/12/2025	
<input type="radio"/>	3	State Agency Title VA Program Staff	Marisa Britton-Bostwick	Accepted	10/5/2025	
<input type="radio"/>	3	State Agency Title III Program Staff	Serena Wright	Accepted	10/3/2025	
<input checked="" type="radio"/>	3	State Agency Title IA Program Staff	Kimberly Rebich	Returned	10/3/2025	
<input type="radio"/>	3	State Agency Title IVA Program Staff	Marisa Britton-Bostwick	Accepted	10/5/2025	
<input type="radio"/>	3	State Agency Title IIA Program Staff	Marisa Britton-Bostwick	Accepted	10/5/2025	
<input type="radio"/>	4	State Agency Final Review	Zachariah Hawkins	Returned	9/11/2025	

1. Scroll to the bottom under Round 1 – you will see checklists for all the times (for each program) that the application has been returned.
2. Look for “returned” under the Status Date column. Each program that is returned will include a checklist with specific comments regarding the modifications that need to be made.
3. Under Status Date find the most recent date of return for each program.
4. Click on the radio button next to the returned program.
5. Click on Review Checklist.
6. The application will open in the current browser window/tab.
7. The Review Checklist will open in a second browser window/tab.

3. Review Checklist



Review Checklist - Title 1, Part A Basic

[Click for Instructions](#)

Click to set ALL drop-down selections on this page to: Yes No N/A (drop-downs will populate when the page is saved)

Click to set all ESEA/ESSA Consolidated drop-down selections to: Yes No N/A (drop-downs will populate when the page is saved)

ESEA/ESSA Consolidated Level

1. Contacts page is correct. Alternative email address is not the same as, nor associated with, the AR.

Check to add Comment (207 of 2000 maximum characters used)

The Alternate Contact email address cannot be the same as, nor associated with, the AR. Remove the alternate contact email

Kimberly Rebich
406-410-4578
Kimberly.Rebich@mt.gov

2. Program Selection page has been completed.

Check to add Comment (0 of 2000 maximum characters used)

3. Select Eligible Attendance Areas has been completed.

1. Review the questions and comments on all tabs at the top of the Review Checklist.
2. The questions correlate with questions in the application.
3. Look for questions marked with "No".
4. Questions with "No" will have a comment with specific directions on what modifications need to be made.