2022 EGRANTS TOUR

AGENDA

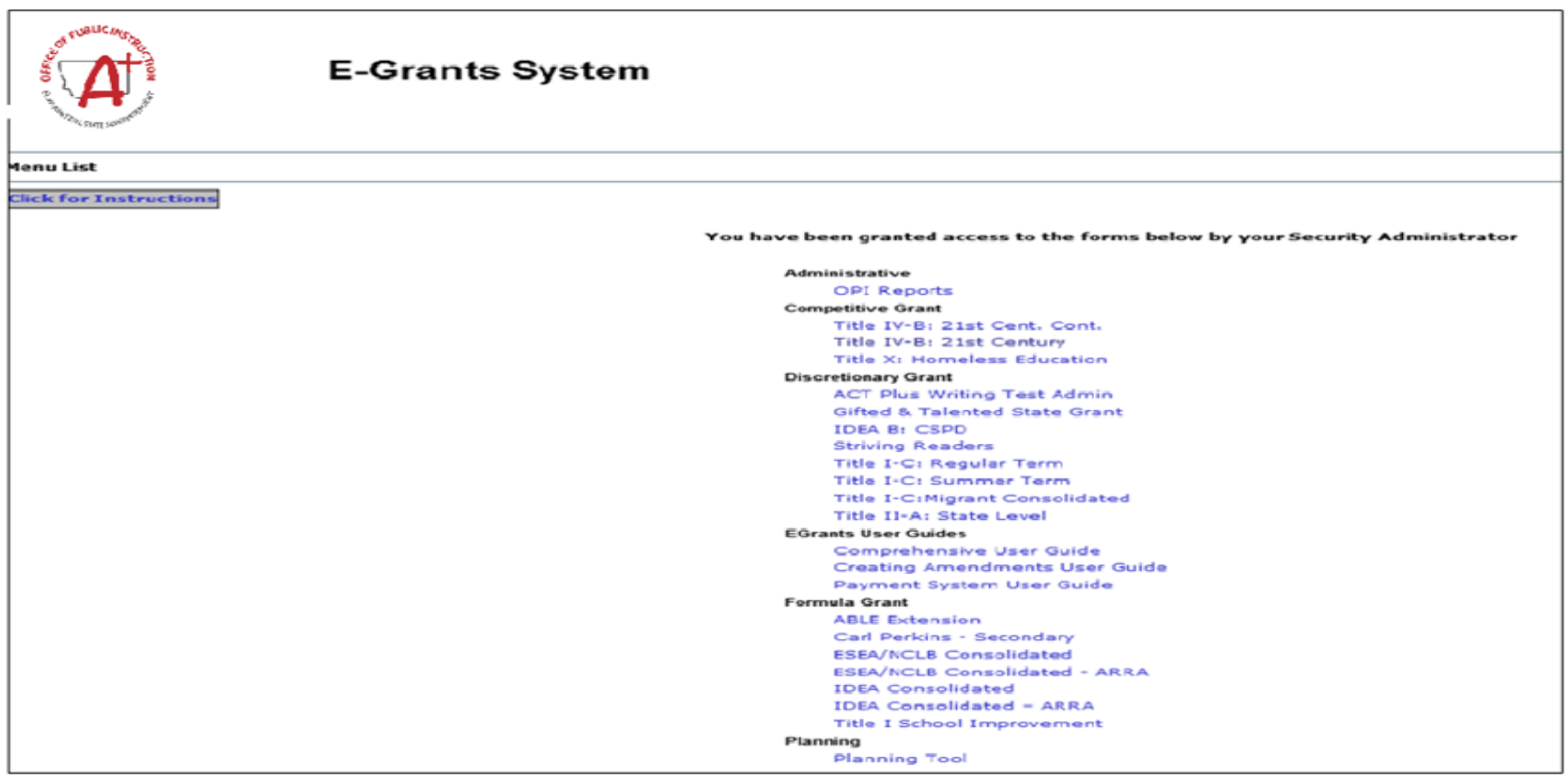
1. Main presentation
2. Work on the Consolidated Application
3. Work time and office hours (11:30-2:00):

ESSER FUNDS

The ESSER funds are not handled under the Federal Programs Unit, and they will not be addressed during this presentation.

ESSER contact:

Wendi Fawns- wendi.fawns@mt.gov



E-Grants

OPI Staff
406-444-5660
Sharlow@mt.gov

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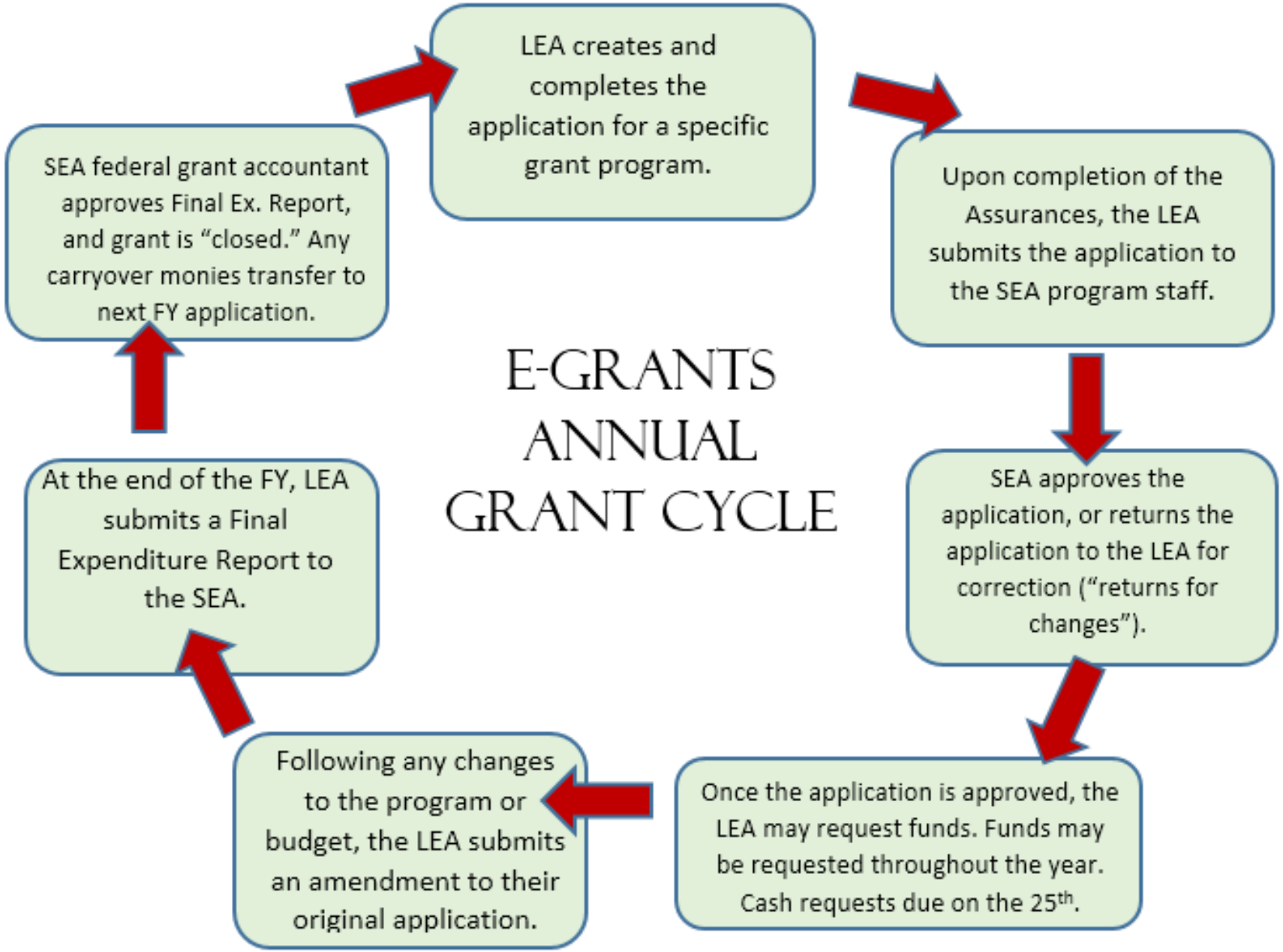
E-GRANTS: AN OVERVIEW

- **The E-Grants System** is a web-enabled system for PK-12 education in the State of Montana.
  - The system supports the grant application from the allocation of funds and application for funding, through payment accountability, reporting to the grantor, and grant close-out.
  - The system hosts both state and federal grants.
  - E-Grants is accessible to all subgrantees via the Internet without the need for installing special software or hardware.

E-GRANTS ANNUAL GRANT CYCLE



Helpful Links & Resources. OPI has several User Guides that will help you while using E-Grants: https://egrants.opi.mt.gov/opigmsweb/logon.aspx

- **Getting Started With E-Grants.** Provides technical points to using the system.
- **E-Grants Payment System User Guide**. Includes step-by-step instructions for basic fiscal processes in E-Grants.
- **OPI State & Federal Grant Handbook.** The best resource there is for all of the OPI's fiscal policies!
- **Creating Amendments User Guide**. Step-by-step instructions for creating an amendment following changes in allocation or program.
- **Making Returned for Changes Modifications**. If your application has been returned for you to make changes, check out this publication to guide you through your next steps.
- **Printing Applications And Grant Award Notices**. This user guide addresses the printing of GANs and applications for your files.

E-GRANTS

E-Grants

E-Grants is a web-enabled system for K-12 education and supports the grant application process from allocation of funds and application for funding through payment accountability, reporting to the grantor and grant closeout for both state and federal grants. E-Grants is accessible to all Local Education Agencies (LEAs) and other subgrantees via the Internet without need for installing any special software or hardware.

GRANT MANAGEMENT

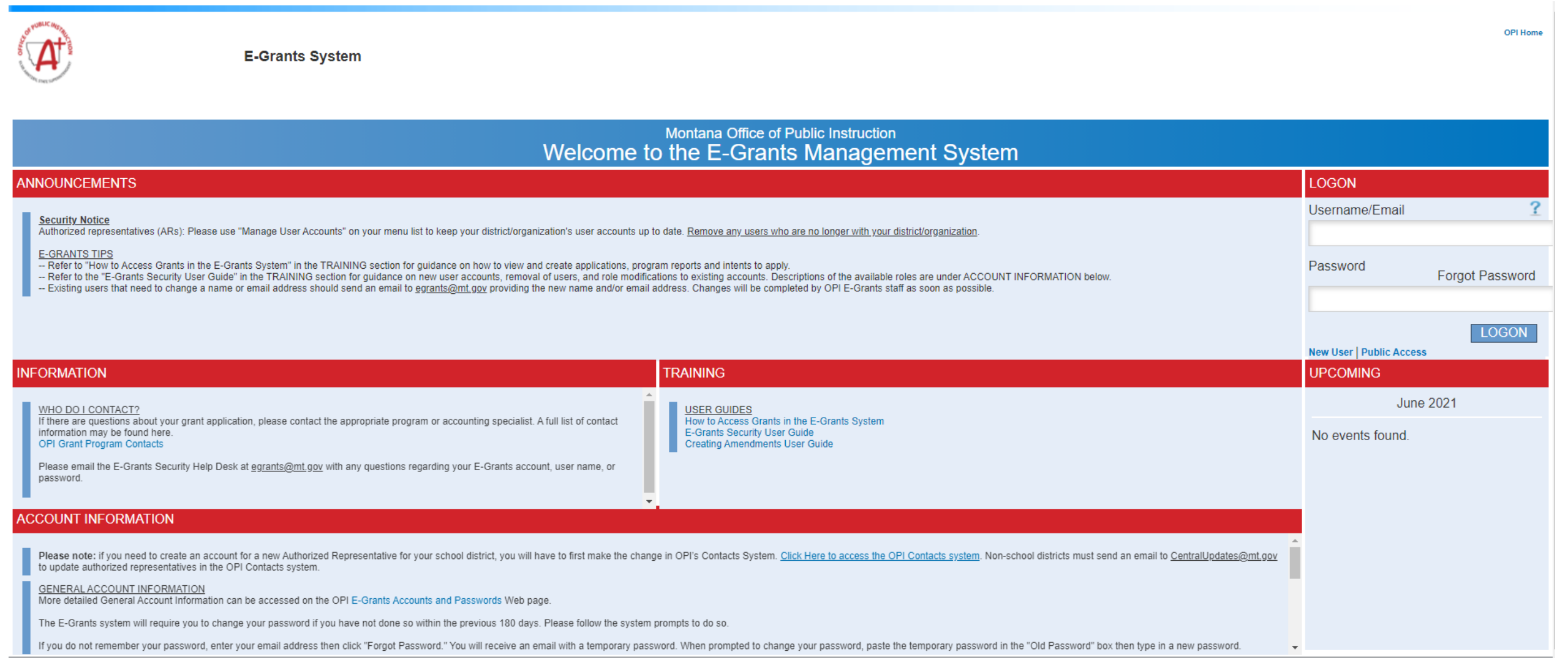
- List of Grants
- Montana State and Federal Grants Handbook

EXISTING USERS

- Log In
- User Guides

NEW USERS

- E-Grants Staff Directory
- Account Management and Passwords



NEW USERS

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There are three primary roles recognized by OPI and the E-Grants system. These roles are assigned partially by statute and partially by one's job duties.

The **Authorized Representative (AR)** is the person who legally acts on behalf of the organization. In school districts, this person is most often the district superintendent. In other organizations, the chief executive would be the AR. AR duties include:

- Signing off on grant assurances and submitting applications to OPI staff through E-Grants;
- Approving E-Grants Security Requests for their staff;
- Informing their *clerk/business manager/accountant* of applications, awards, applicable requirements, budget or program modification (i.e., amendments); and submitting timely, accurate program/fiscal reports.

In a school district, the **Clerk** is appointed by the Board; for other organizations, the Clerk would be the local fiscal or finance staff person (accountant, business manager, etc.). Duties include:

- Appropriately budgeting for funds within the E-Grants system;
- Using the E-Grants system to draw down funds; and
- Submitting expenditure reports to OPI grant accountants.

The third role, **Data Entry,** applies to all other users who may need access to a given grant but do not fit within either of the previous two roles. This often applies to job titles like Grant Manager, Office Manager, Federal Programs Coordinator, Program Director, etc. Duties include:

- The ability to create and edit grant applications and amendments.

BUSINESS ROLES WITHIN AN ORGANIZATION

The **Common Assurances** apply to all programs administered by the U.S. Department of Education, through the Office of Public Instruction, including all programs found in the following Acts:

- ESEA, Reauthorized by the Every Student Succeeds Act of 2015
- Individuals with Disabilities Education Act (IDEA)
- Adult Education and Literacy
- Carl D. Perkins Vocation and Technical Education Act
- Workforce Investment Act

GENERAL ADMINISTRATIVE REQUIREMENTS: COMMON ASSURANCES

Basic Tips. Please read the full list at “Getting Started With E-Grants.”

- **Instructions.** Page-specific instructions are available at the top of each application page: Click for Instructions
- **Turn off Pop-up Blockers.**
- **Save often!**
- **Clicking-don't double click...**
- **Do not use “Back” or “Refresh” buttons.**
- **Egrants will not allow you to open more than one application at the same time unless you are in two different browsers. (Chrome/IE/Firefox)**

E-GRANTS DOS & DON’TS

Not Submitted: Application/Amendment has been created, but not completed.

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date
2014-2015					
	15-ESEA-00 Original Application			Not Submitted	

Submitted for Local Review: Application/Amendment has been Submitted to the Authorized Representative for Approval.

2013-2014					
	14-ESEA-00 Amendment 2			Submitted for Local Review	06-09-2014

Submitted to SEA: Application/Amendment has been Submitted for OPI Approval.

2013-2014					
	14-ESEA-00 Amendment 2	06-09-2014		Submitted to SEA	06-09-2014

Returned for Changes: There was an issue with the Application/Amendment, further information or changes may be needed.

2013-2014					
	14-ESEA-00 Amendment 2	06-09-2014		Returned for Changes	06-09-2014

Final Approval: Application/Amendment has been Approved by OPI

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date
2013-2014					
	14-ESEA-00 Original Application	09-04-2013	09-06-2013	Final Approved	09-06-2013

STATUS

ADMINISTRATIVE DEADLINES

- **Cash Requests** are due on the 25th of each month and paid on the 10th of the following month.
  - June has two payments: 10th and around the 27th
  - No payments made in the month of July.
  - Separate cash requests must be submitted for each program.
  - Cash requests are submitted monthly.
- **To avoid possible high-risk status, cash requests should be made quarterly (at a minimum)**
- **Final Expenditure Reports**:
  - Grants Ending June 30th are due August 10th
  - Grants Ending September 30th are due November 10th

IMPORTANT TIMELINES

September 1: Egrant Consolidated Applications must be created/opened by this date. Last date to create an amendment on a previous year's application without OPI approval. NOTE! The Carl D Perkins Egrant must be completed by September 1, 2022.

September 30: Egrant Consolidated Applications must be submitted by this date.

October 31: Egrant Consolidated Applications must be approved by this date.

Districts missing the deadlines must submit a letter to Sharyl Allen, deputy superintendent, stating why the timeline was missed, and then give a plan to meet the due date in the future-this must come from the district board chairperson. *Missing the deadlines can move the district onto the high-risk list!*

Select an application from the list(s) below and press one of the following buttons:

Open Application

Review Summary

Payments

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status
2013-2014				
◉	14-ESEA-00 Amendment 2	01-22-2014	01-24-2014	Final Approved
○	14-ESEA-00 Amendment 1	12-20-2013	01-03-2014	Final Approved
○	14-ESEA-00 Original Application	09-12-2013	09-25-2013	Final Approved
2012-2013				
○	13-ESEA-00 Amendment 5			Not Submitted
○	13-ESEA-00 Amendment 4	07-02-2013	07-08-2013	Final Approved
○	13-ESEA-00 Amendment 3	02-12-2013	02-20-2013	Final Approved
○	13-ESEA-00 Amendment 2	01-18-2013	02-06-2013	Final Approved
○	13-ESEA-00 Amendment 1	12-13-2012	12-20-2012	Final Approved
○	13-ESEA-00 Original Application	09-11-2012	09-28-2012	Final Approved
2011-2012				
○	12-ESEA-00 Amendment 6	08-24-2012	09-17-2012	Final Approved
○	12-ESEA-00 Amendment 5	08-17-2012	08-21-2012	Final Approved
○	12-ESEA-00 Amendment 4	07-12-2012	07-16-2012	Final Approved
○	12-ESEA-00 Amendment 3	02-10-2012	02-13-2012	Final Approved
○	12-ESEA-00 Amendment 2	12-16-2011	01-09-2012	Final Approved

CASH REQUESTS

Cash Request 2

Click for Instructions

This request has been submitted. No more updates will be saved.

Program: TitleIA

Itemize and explain each expenditure amount. Click on the "Create Additional Entries" button to enter additional information. (Use whole dollars only. Omit Decimal Places, e.g. 2536)

Description of Object Codes

Object Code	Expenditure Description and Itemization	Final Approved Budget	Previously Requested	Cash Request	Delete Row
100	(1000 Character Maximum) Teacher salaries	$6,596	$1,373	988	
200	(1000 Character Maximum) Fringe benefits on above salaries	$2,566	$190	94	
			Total	$1,082	
	Indirect Cost Approved Rate 3.2800 % Derived Rate 3.2800 %	$314	$51	$35	
			Total	$1,117	

NOTE: Data displayed on this page was effective as of 4/11/2014

Vendor Invoice Number 0583T11404005

End Period Expense (MM/DD/YYYY) 2/28/2014

RECAP	Amount
Grant Award (Allocation)	$9,872
Approved Budget	$9,872
Amount Paid To Date	$1,614
Expenses To Date	$0
Balance Due LEA	$0
Funds on Hand	$1,614

Amount Paid to Date by Fund Source

TitleIA	$1,614
Total	$1,614

Show/Hide Detail Grid

Payment Funding Preview

Payment Type	Amount	Fund Stream Program	Reporting Category		
			Year	Code	Federal Aid #
Payment	$1,117	TitleIA	2014	14T1A	S010A130026
Total	$1,117				

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CASH REQUESTS

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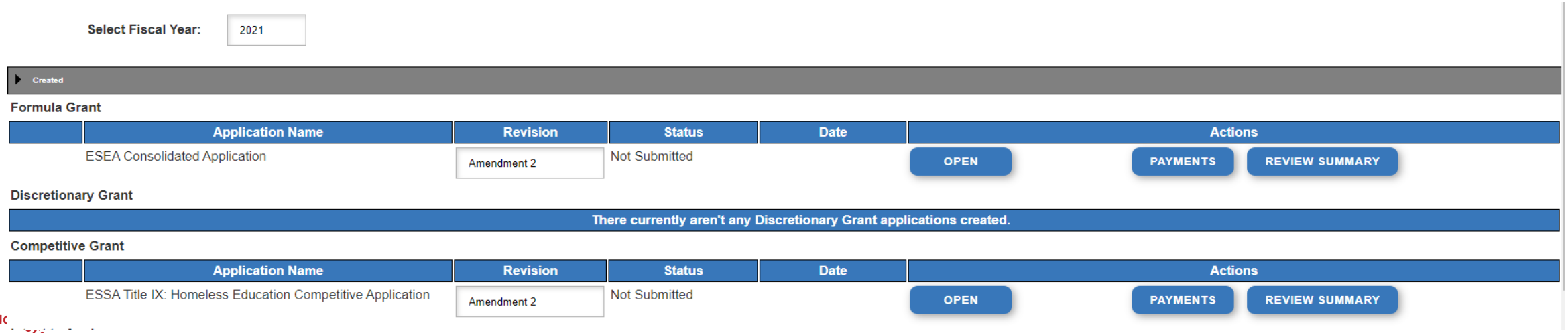
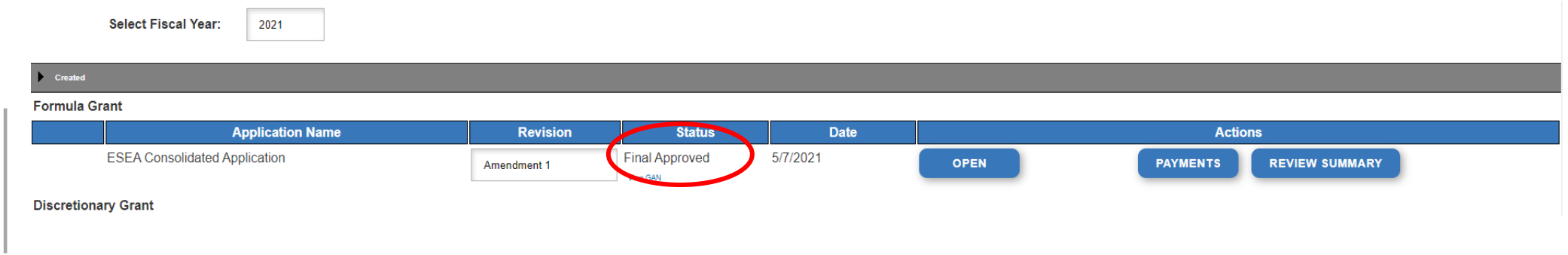
E-GRANTS PROCESSES

Amendments. Any significant change to your E-Grant program, whether programmatic or fiscal, requires an “Amendment” to your Original Application.

- Budget Modifications vs. Program Modifications
- Which changes require an amendment?
- **ESEA Amendments for a prior year’s application must be submitted to the OPI by September 1st.**





Reasons for Budget Amendments:

Budgeting for carryover.

Changing the scope of the program.

Reallocation of funds.

Move funds from one object code to another. There is a user guide available in the “E-Grants User Guides” on the main menu screen

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BUDGET AMENDMENTS

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Carryover Funds. Carryover funds from the previous year application will automatically appear in your current year application as soon as the previous year's application has been "closed out." This must be completed by November 10, of each year.

- **15% Limitation-waived for SY20-21**
- **Excess Funds-on a case-by-case basis**

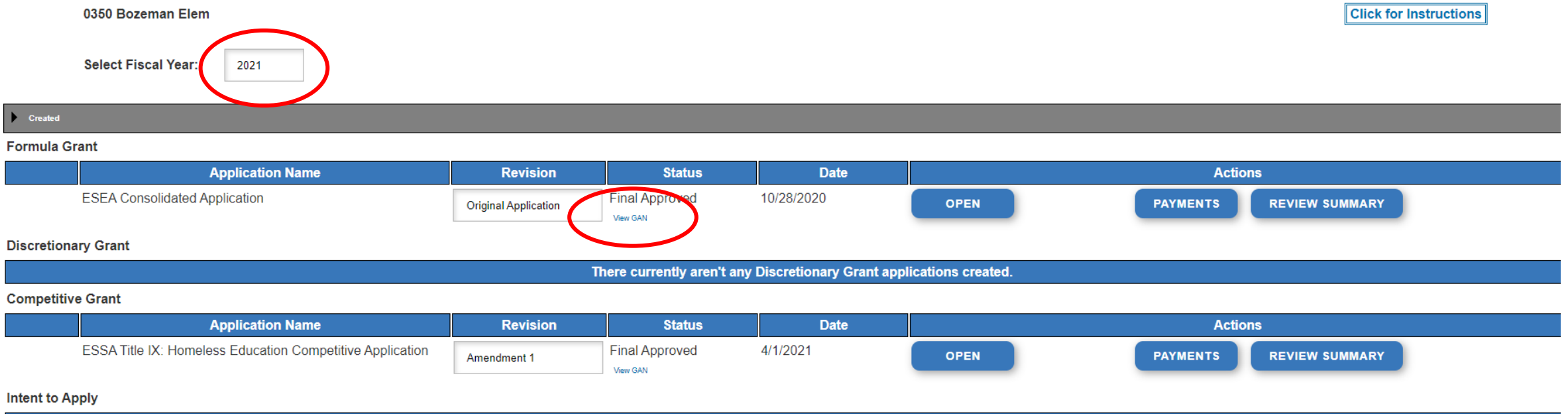
Contact:

Whitney Williams, Federal Grant Accountant

wwilliams2@mt.gov *or* **(406)444-3408**

E-GRANTS PROCESSES

Select the year you wish to view from the drop-down menu (circled below) and then click on "View GAN" to see the Grant Award Notice.



GRANT AWARD NOTICES (GANS)

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The Montana Office of Public Instruction, Elsie Arntzen, Superintendent
P.O. Box 202501 Helena, Montana 59620-2501
In-State Toll-Free 1-888-231-9393, Local (406) 444-3095

PRIME APPLICANT:
Bozeman Elem

LE #: 0350

Approved Indirect Cost Rate: 4.6000

FEDERAL AWARD IDENTIFICATION:
Title I, Part A, Improving Basic Programs

CFDA : 84.010A

Is Award R & D?

STATUTORY AUTHORITY
Elementary and Secondary Education Act of 1965 as reauthorized by the No Child Left Behind Act of 2001, Public Law 107-110, Title I, Part A, Sections 1111-1127

OPI PROGRAM CONTACT
Name: Sherri Harlow
Phone: (406) 444-5660
Email: sharlow@mt.gov

OPI PAYMENT CONTACT
Name: Whitney Williams
Phone: (406) 444-3408
Email: wwilliams2@mt.gov

GRANT PERIOD: 7/1/2020 - 9/30/2021
FINAL LIQUIDATION DATE: 10/31/2021
FINAL FUND DRAWDOWN DATE: 11/10/2021

AWARDS AND APPROVALS:

Original Application $481,039.00
Approved: 10/28/2020

GRANT AWARD NOTICES (GANS)

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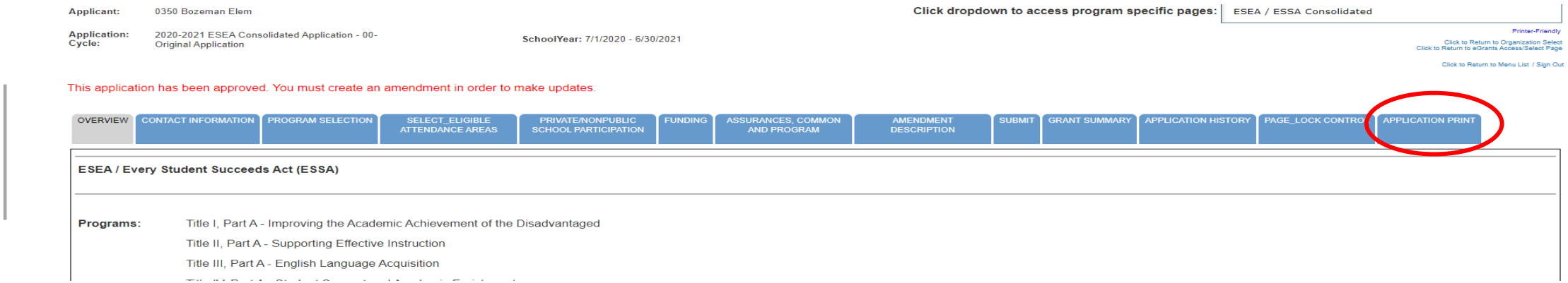
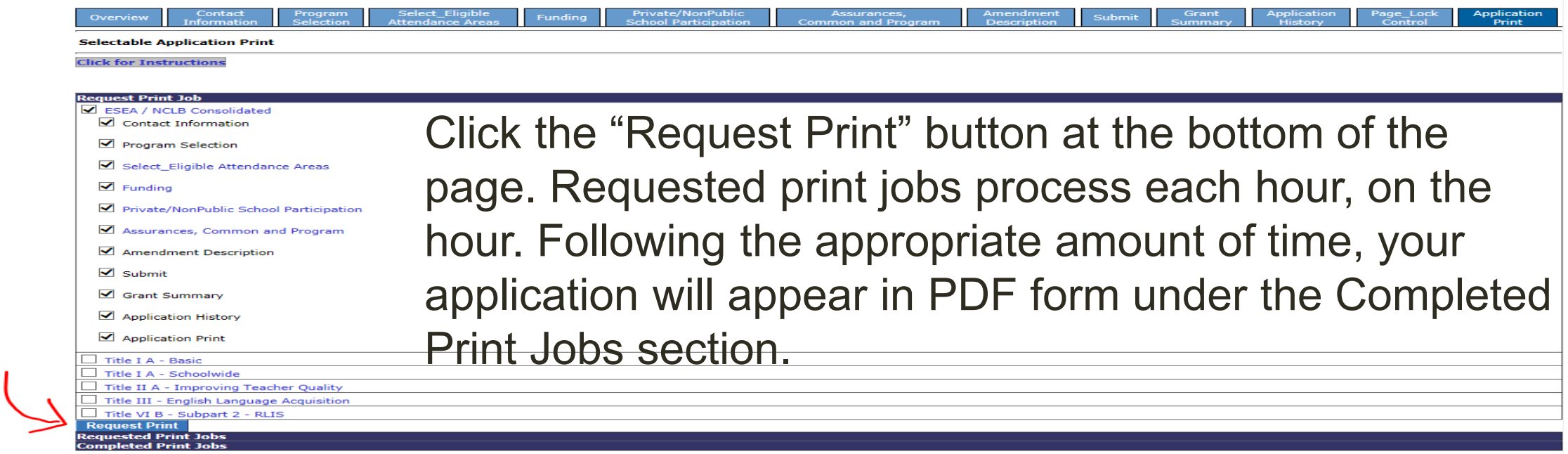


Navigate to the Application Print tab (above) and select the pages you wish to print.



Click the “Request Print” button at the bottom of the page. Requested print jobs process each hour, on the hour. Following the appropriate amount of time, your application will appear in PDF form under the Completed Print Jobs section.

PRINTING APPLICATIONS FOR RECORDS

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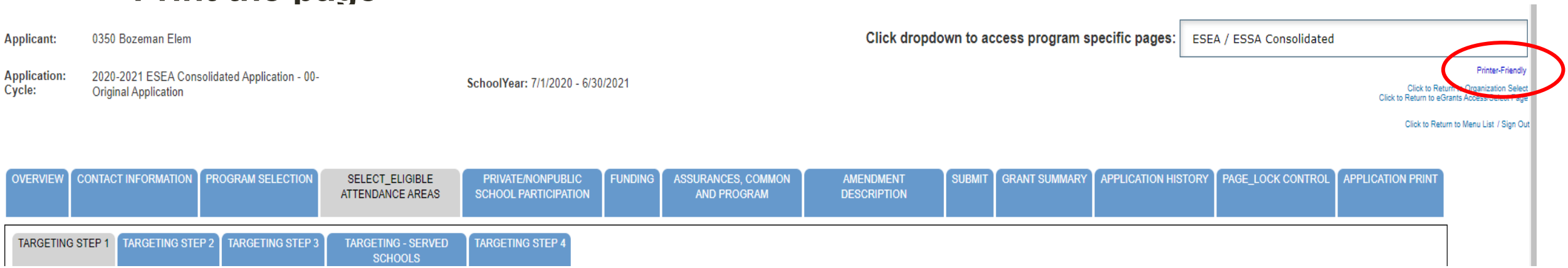
- Go to a specific page
- Click on Printer Friendly in the upper, right hand side
- Click on Control P
- Print the page



- Close printer friendly page-upper, left-hand side

E-GRANTS PRINTING-EASY!

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APPLICATION REMINDERS FOR 2022

1. No planning tool-you can still see it.
2. Many text boxes now have a 500-character minimum-these are labeled.
3. Unique Entity Identifier Number (UEI) is required on the Contact Information page.
4. Spot to update business manage/clerk on the Contact Information page.
5. Alternate contact approval email must at least be the district clerk/business manager.
6. Page lock control-now has a select all option!

TITLE I PROGRAM TOPICS

1. Contact your Title I specialist for program questions, and your grant accountant for budgetary information.
2. To get your funds, remember the cash request deadlines.
3. Do not cut and paste without reviewing this year's questions for updates or changes.
4. Do not forget to set aside required funds and budget accordingly.
5. If you mark a school as receiving Title I funds on Targeting Served Schools, you must mark students in that school as participating in Title I in AIM. If the district chooses not to serve students, then mark the school as not served.
6. Don't forget the Egrants deadlines!

IMPORTANT ITEMS TO REMEMBER

1. Failure to put in a secondary email address (business manager) at the bottom of the contact information page that is different from the AR's address.
2. Failure to identify homeless students on Targeting Step 1, and not putting in a set aside on Targeting Step 4. (Remember to budget set-aside funds on the budget pages.)
3. Meeting minimum text box requirements by using spaces, periods, repeated characters, or repeated sentences at the end of your answers. (We read every answer in every application.)
4. District did not properly allocate funds to participating private schools.
5. District did not budget for private schools on Title I Basic side.

I FEEL SO REJECTED….
THE TOP 10 REASONS WHY

6. Failure to answer/answer correctly the graduation question if the district is only a K-8.
7. District uses the same answer for multiple questions.
8. District did not complete the CEP calculation properly-the district must use the enrollment/direct certification numbers provided by School Nutrition or DPHHS.
9. FTEs: List the total FTEs you are paying for, not the total number of people you are paying.
10. Ensure that all set aside amounts (Targeting Step 4) have a corresponding line item on the budget pages.

I Feel So Rejected….
The Top 10 Reasons Why

TARGETING SERVED SCHOOLS RESPONSE-SNS

Supplement, not Supplant (SNS)

1. District has a single school-exempt
2. District has only one school per grade span-exempt
3. District has multiple schools per grade span-colony schools count
   - A. District adopted MTSBA policy 7220P
   - B. District must state its process to demonstrate SNS

FAMILY ENGAGEMENT ACTIVITIES

1. You **MUST** have a process that allows families to give input on the development and evaluation of the Title I program.

2. You **MUST** have a compact.

- Targeted programs – only signed by families with children who are participating in Title I
- Schoolwide programs – all students must receive and return a compact

3. Activities **MUST** be linked to learning.

- Linked to the school or district's improvement goals.
- Provide families with skills or knowledge to support academic success.
- Be provided to Title I families only, if using Title I funds.

4. Identify the barriers – the things that are keeping families from participating (time, transportation, childcare, language, etc.) and explain how the district is overcoming those barriers to engage more families (offering transportation, offering a translator, etc.).

TITLE I, PART A SET-ASIDE FOR HOMELESS STUDENTS

- Targeting Step 1 - Did you identifying students who qualify?
  - Federal guidelines state that at least 10% of students on free/reduced lunch experience an episode of homelessness during the school year.
- Targeting Step 4 - The minimum set-aside per identified student is $35, but you can set aside more based on a needs assessment.
  - McKinney-Vento Needs Assessment for Title I Set-Asides (optional)
- Budget Page – Create a separate line item(s) for these funds and a description of how funds will be spent to support homeless students.
  - Funding is intended to provide supplemental services to homeless students; above and beyond normal Title I services (and can be used in both Title and non-Title schools)
  - School supplies, PPE, hot spots, laptops/Chrome books, tutoring, social workers, etc.

Title II, Part A:
Supporting Effective Instruction

Christy Hendricks,
christy.hendricks@mt.gov
406-444-0794

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TITLE II, PART A PURPOSE

The purpose of Title II, Part A is to meet the following goals:

1. Increase student achievement consistent with state standards;
2. Improve the quality and effectiveness of teachers, principals, and other school leaders;
3. Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools;
4. Provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

ELIGIBLE STAFF TYPES

Title II, Part A funds can be used to support:

- Teachers
- Principals
- Other School Leaders
- Paraprofessionals

For federal non-regulatory guidance on the Title II program, please see Non-Regulatory Guidance for Title II, Part A: Building Systems of Support for Excellent Teaching and Learning.

Uses of Title II, Part A Funds

Guidance on Allowable and Unallowable Expenditures

The Title IIA grant is intended to support teachers, principals, and other school leaders in their work to improve the overall quality of instruction and ensure equity of educational opportunity for all students. Below is a sample list of allowable and unallowable activities to support program planning activities. ESSA defines professional development as activities that are sustained, intensive, collaborative, job-embedded, data-driven, personalized or based on information from an evaluation and support system, and classroom-focused. Title II, Part A funds cannot be used to support stand alone, discreet professional development that does not connect to a larger school-wide or individualized plan.

ALLOWABLE EXPENDITURES	UNALLOWABLE EXPENDITURES
• Salaries, stipends, or contractor/consultant fees for instructional coaches in public schools • Contractor/consultant fees for instructional coaches in non-public schools • Recruitment and retention initiatives such as signing bonuses, relocation costs, recruitment materials, salary differentials or incentive pay, certification or licensure costs, contracted professional development providers for public schools. • Stipends and/or substitute costs to participate in professional development or mentorship initiatives in public schools • Stipends allowed for non-public instructional personnel for after or before school, in summer and/or vacation time professional development • Stipends and/or substitute coverage that allows collaborative educator work, such as planning, peer observations, and curriculum writing in the public schools • Administrative costs for coordinating professional development programs for public and nonpublic schools. • Negotiated administrative fees for third-party contractors on behalf of nonpublic schools. • Conference fees, travel and hotel costs, meal reimbursements, and mileage reimbursements that adhere to state and federal guidelines for both nonpublic and public school educational personnel • Program development costs for allowable Title IIA-funded programs, such as conducting a needs assessment, contracting with program developers, or administering and analyzing surveys in the public schools • Materials, supplies, and equipment **for use in professional development** sessions that are reasonable and necessary to carry out development sessions in both the public and nonpublic schools; or for implementing collaborative educator work in public schools. • Reasonable benefits costs (i.e. per usual district policies) proportionately linked with FTEs/salaries identified in Codes 15 and 16 for public school personnel • Costs related to provision of professional development or implementation or analysis of programs and activities intended to meet ESSA objectives for both public and nonpublic schools • Salaries for class size reduction teachers in public schools	• Professional development that is stand-alone, one-day, or short-term workshops with no connection to a larger school-wide or individualized plan or initiative for both public and nonpublic school personnel • Salaries/stipends for non-public instructional personnel during the regular school day. • Benefits costs for non-public personnel • Any direct reimbursement to a nonpublic school • Food and refreshments, including working lunches, are not allowed for both public and nonpublic school personnel • Materials and supplies that are not directly connected to professional development (e.g. individual teacher iPads that are used outside the scope of professional development environment, unrestricted training rooms for other than instructional staff in both public and nonpublic schools, white boards for classroom use, software programs for students, copiers, computers, carts and professional library that is unrelated to any specific professional development) • Materials and supplies that are not secular, neutral and non-ideological • Payment of expenditures incurred by nonpublic schools without prior knowledge and/or authorization by an LEA.

ELIGIBLE AND NON-ELIGIBLE EXPENDITURES

Title II, Part A eligible expenditures should be the result of needs identified by LEAs and stakeholders – Needs Assessment

Title II funds may not be used to develop, align, map, or revise curriculum, or assessments; however, Title IIA funds may be used to provide professional learning, training, and resources to teach/train on how to design, develop, align, map, or revise curriculum or assessments.

List of Eligible and Non-Eligible Expenditures

Title III:
English Language Acquisition

Evelyn Paz, Evelyn.Paz@mt.gov | 406-459-3552

TITLE III GENERAL INFORMATION

PURPOSE OF TITLE III

- Title III assists ELs, including immigrant children and youth, to develop English proficiency and to meet the same challenging state academic standards that other children are expected to meet.

- Schools must use Title III funds to implement language instruction educational programs that are keyed to the overall standards. SEAs, districts, and schools must report the English proficiency and core academic content knowledge of ELs.

- Title III has a dual purpose: to help ELs meet the same state academic achievement standards applicable to all students, and that they develop proficiency in the English language. These goals are closely related but distinct.

WHAT CAN THE FUNDS BE USED FOR?

Title III: Supplement vs. Supplant

Title III is for:	Title III is not for:
✓ **Language Instruction** Provide an effective program to increase English Proficiency and core academic achievement for English learners (EL). The program(s) may make use of both English and the student's native language.	⃠ **Core EL program** Lau required (1974) core EL program must be provided by a licensed staff member trained to carry out the program **paid with local and state funds only**
✓ **Professional Development** Of sufficient intensity and duration to improve teachers' abilities to understand and use curricula, assessment, and instructional strategies for EL students.	⃠ **General Activities** Activities without specific focus on developing English proficiency or paying for EL students and teachers portion of the general activity must be **paid with local and state funds only**
✓ **Academic Achievement** Supplemental activities and materials to improve the core academic achievement of EL students.	⃠ **Interpretation/Translation Services** Title VI of OCR 1964 requires meaningful language access for parents with limited English proficiency. Activities to ensure regular school communication in an understandable format and/or language must be **paid with local and state funds only.**
✓ **Community Programs** Provide community participation programs, family literacy services, and parent outreach and training activities to EL children and families.	⃠ Federal/State Mandated Assessments Time and effort of administering federal and state mandated assessments, including ACCESS 2.0 and Smarter Balanced must be **paid with local and state funds only.**
✓ **Materials** Acquire educational materials for EL students and instructional materials for teachers to develop English language proficiency for EL students.	⃠ **Paraprofessionals without Direct Supervision of a Certified Teacher** Licensed and trained staff members are responsible for delivering core EL program services. Federally funded noncertified paraprofessionals must be under the direct supervision of a licensed teacher.
✓ **Technology** Acquisition of technology and software to carry out the activities consistent with the other authorized activities for LEP students.	⃠ **Fluent or Native English Speakers** Services, materials, activities, equipment, and technology must only benefit EL students. Items that will benefit all students,
✓ **Administrative Expenses**	

Title IV Part A: Student Support and Academic Enrichment

TITLE IVA PROGRAM MANAGER:

PAIGE SEDAHL

paige.sedahl@mt.gov

406-422-2821

CSH UNIT MANAGER:

JAMEY PETERSEN

jamey.petersen@mt.gov

406-437-1760

TITLE IV, PART A: STUDENT SUPPORT & ACADEMIC ENRICHMENT

The SSAE program is intended to improve students' academic achievement by increasing the capacity of state education agencies, local education agencies, and local communities to provide all students with:

- **Access to a well-rounded education**
- **Improve school conditions for student learning, and safe & healthy students**
- **Effective use of technology to improve the academic achievement & digital literacy of all students**

Montana used a formulary grant to ensure all LEAs in MT that received Title I allocation in the previous school year receive funding under Title IV Part A, with a minimum award of $10,000.

Learn more at: http://opi.mt.gov/Leadership/Academic-Success/Title-Other-Federal-Programs/Title-IV-Part-A-Student-Support-Academic-Enrichment

TITLE IV-A

Well-Rounded Education Programs	Safe and Healthy Students	Effective Use of Technology
Supporting students with well-rounded educational opportunities including: • foreign languages, arts, and music education • STEM programming: science, technology, engineering, mathematics, and computer science instruction and activities • American history, civics, economics, geography, government, and environmental education instruction • programming in career and technical education, health, physical education, and any other subject with the purpose of providing all students access to an enriched curriculum and educational experience improving access to AP courses or Dual enrollment opportunities	**Supporting safe and healthy students with:** • comprehensive school mental health • drug and violence prevention • training on trauma-informed practices • bullying prevention • dropout prevention, re-entry programs & transition services • child sexual abuse awareness & prevention • promoting supportive school discipline • suicide prevention • health & physical education • mentoring & school counseling • schoolwide positive behavioral interventions & supports	**Supporting the effective use of technology by:** • high quality professional development in utilizing technology • carrying out innovative blended learning projects • delivering specialized or rigorous courses using technology • providing students in rural, remote, or underserved areas with technology resources • building technological capacity and infrastructure (max 15% of EUT funds for devices/infrastructure)

TITLE IV, PART A: STUDENT SUPPORTS & ACADEMIC ENRICHMENT

Things to remember:

If your allocation is $30,000 or more:

1. Your district must do a needs assessment at least once every 3 years. The needs assessment must be done before making any decisions about transferring funds. You will need to complete the **needs assessment description in the Title IV-A application**, even if transferring funds. The Needs Assessment Description box is located on the **Program Detail, Program Objectives** page.

2. Your district must spend a minimum of 20% to provide Well-Rounded Education programs and activities, a minimum of 20% on activities to provide for Safe and Healthy Students, and at least 1% to improve the Effective Use of Technology. Remember that within technology there is a 15% cap on spending for devices, equipment, software and digital content.

If your allocation is *below $30,000:*

- Your district may spend on activities in one, two, or three of the categories. If districts chose to spend in the Effective Use of Technology area, once again there is a 15% cap on spending for devices, equipment, software and digital content. (Unless using Reap Flex, which will be described on the next slide)

For all allocations: Equitable share for private schools is applied after transferability rules applied.

CONTINUING FOR 2022-23

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. 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(AFUA). See Funding tab of main ESEA application for additional information on SRSA and Reap-Flex.

Specific to Title IV-A: Small Rural Schools Achievement (SRSA) eligible school districts may use Alternate Funds Use Authority (AFUA, often called REAP Flex) to waive the 20%-20%-1% use of funds rule and remove the 15% cap on Technology Infrastructure. SRSA eligibility list is linked here.

There will be a Checkbox on the **Allowable Uses** page to use AFUA or REAP-Flex within Title IV-A.

NOTES FOR 2022-23

For those running a Title IV-A program:

Continuing in 2022-23, you will input $ amounts and the system will calculate the percentages. For those over $30,000, subject to the 20% WRE, 20% S&H, and 1% EUT rules, you will need to make sure you have budgeted enough funds in each category to reach these percentage minimums. Note: If you took indirect, the 'Use of Funds' percentages will total to less than 100%.

It may be helpful to complete the **Budget Detail** page before completing the top portion of the **Allowable Uses** page. You can put in place holder $ estimates on the Allowable Uses page, but make sure you align them with the Budget Detail before submitting. Once you have completed your Budget Detail page, the totals by 'Use of Funds' category can be found on the **Budget Summary** page (lower right corner). Make sure you update your **Allowable Uses** page 'Use of Funds' amounts so that the numbers match up.

Totals by Use of Funds	Well Rounded Education Safe and Healthy Students Effective Use of Technology	12,637 4,900	4,250 1,923			14,264	119,373 11,954 7,724			119,373 43,105 14,547
Total Direct Costs		17,537 9.61 %	6,173 3.38 %			14,264 7.82 %	139,051 76.23 %			177,025 97.05 %
Approved Indirect Cost X 3.0400%										5,382 3.0403 %
Total Budget										182,407

TITLE IV-A OFFICE HOURS

Register for an upcoming Zoom office hours session with

Paige Sedahl, Title IV-A Program Manager

Tuesday, August 16, 10:00-11:00 am

https://mt-gov.zoom.us/meeting/register/tZAtc-ugpz8iE9LTmqJQs2RW63Ad4BpjxUY_

ZOOM Meeting ID: **840 4289 4896** PASSWORD: **T4PA**

OFFICE OF PUBLIC INSTRUCTION
ELSIE ARNTZEN, STATE SUPERINTENDENT
OPI.MT.GOV

Putting Montana Students First

TITLE IV, PART A: STUDENT SUPPORT & ACADEMIC ENRICHMENT

Questions & Answers?

Paige Sedahl, Title IV-A Program Manager,
Paige.Sedahl@mt.gov,(406) 422- 2821

Jamey Petersen, CSH Unit Manager

Jamey.Petersen@mt.gov, (406) 437-1760

TITLE V: REAP

There are 2 Programs under REAP:

SRSA:

- Funds are distributed through USED at www.grants.gov
- SRSA Eligibility Spreadsheet
- SRSA Application

RLIS:

- Funds are distributed through OPI through the ESEA Consolidated Application.
- Funds are automatically loaded into your ESEA Consolidated Application.
- RLIS Application - Dropdown box in E-Grants

CONTACT INFORMATION

Christy Hendricks
Federal Grants Coordinator,
Department of School Innovation and Improvement
Montana Office of Public Instruction
*Phone: 406.444.0794
*Cell Phone: 406.403.6653
*Website: http://opi.mt.gov/
*Email: christy.hendricks@mt.gov

IDEA CONTACT

Danni McCarthy, Interim IDEA Fiscal Manager

DMcCarthy@mt.gov

406-444-0452

CARL D. PERKINS E-GRANT

Application Open:
Application Must Be Completed no later than Sept. 1, 2022

Comprehensive Local Needs Assessment will be completed for all applicants

OFFICE OF PUBLIC INSTRUCTION
ELSIE ARNTZEN, STATE SUPERINTENDENT
OPI.MT.GOV

Putting Montana Students First

CARL D. PERKINS PURPOSE

The Perkins V State Plan is a means by which our state formalizes strategic partnerships and direct funding toward ensuring a coordinated and labor-market driven Career and Technical Education System. By creating strong pathways from K-12 through postsecondary education and workforce development, the strategies outlined in this plan will help ensure that Montana students have robust learning opportunities to gain the skills and education necessary to secure careers in high-wage, high-skill and in-demand jobs.

E-GRANT APPLICATION

OVERVIEW | CONTACT INFORMATION | ALLOCATIONS | CLNA | PERFORMANCE MEASURES | BUDGET PAGES | ASSURANCES COMMON AND PROGRAM | AMENDMENT DESCRIPTION | SUBMIT | APPLICATION HISTORY | PAGE_LOCK CONTROL | APPLICATION PRINT

Carl Perkins - Secondary

Program: Strengthening Career and Technical Education for the 21st Century Act of 2018 (Perkins V)

Purpose: The purpose of this Act is to develop more fully the academic knowledge and technical and employability skills of secondary education students and postsecondary education students who elect to enroll in career and technical education programs, by-

(1) Building on the efforts of States and localities to develop challenging academic and technical standards to assist students in meeting such standards, including preparation for high skill, high wage, and in demand occupations in current or emerging professions;

(2) Promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instruction, and that link secondary education and postsecondary education for participating career and technical education students;

(3) Increasing State and local flexibility in providing services and activities designed to develop, implement, and improve career and technical education;

(4) Conducting and disseminating national research and disseminating information on best practices that improve career and technical education programs and programs of study, services, and activities.

(5) Providing technical assistance that-

a. Promotes leadership, initial preparation, and professional development at the State and local levels; and

b. Improves the quality of career and technical education teachers, faculty, administrators, and counselors;

(6) Supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institution, area career and technical education schools, local workforce investment boards, business and industry, and intermediaries;

(7) Providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive; and

(8) Increasing the employment opportunities for populations who are chronically unemployed or underemployed, including individuals with disabilities, individuals from economically disadvantaged families, out-of-workforce individuals, youth who are in, or have aged out of, the foster care system, and homeless individuals.

Legislation: Strengthening Career and Technical Education for the 21st Century Act

Guidance: Montana State and Federal Grants Handbook

School Accounting Manual

Education Department General Administrative Regulations (EDGAR)

CONTACT INFORMATION TAB

School Counselor:

Last Name*	Todd		First Name*	Jessica	
Phone*	406 932 5993	Extension 2205	Fax*	406 932 5982	
Summer Phone*	406 932 5993	Extension 2205	Email*	toddj@sgchs.com	

If the Carl Perkins program contact is not the Authorized Representative listed above, check the box below and complete the information for the program contact.

☑ **Carl Perkins Program Contact:**

Last Name	* Standley		First Name	* Taylor	
Position/Title	* Teacher				
Phone	* 406 932 5993	ext. 2216	Fax	* 406 932 5982	
Summer Phone	* 406 932 5993	ext. 2216	Email	* Standleyt@sgchs.com	

Carl Perkins Alternate Contact Approval/Disapproval E-mail Notification

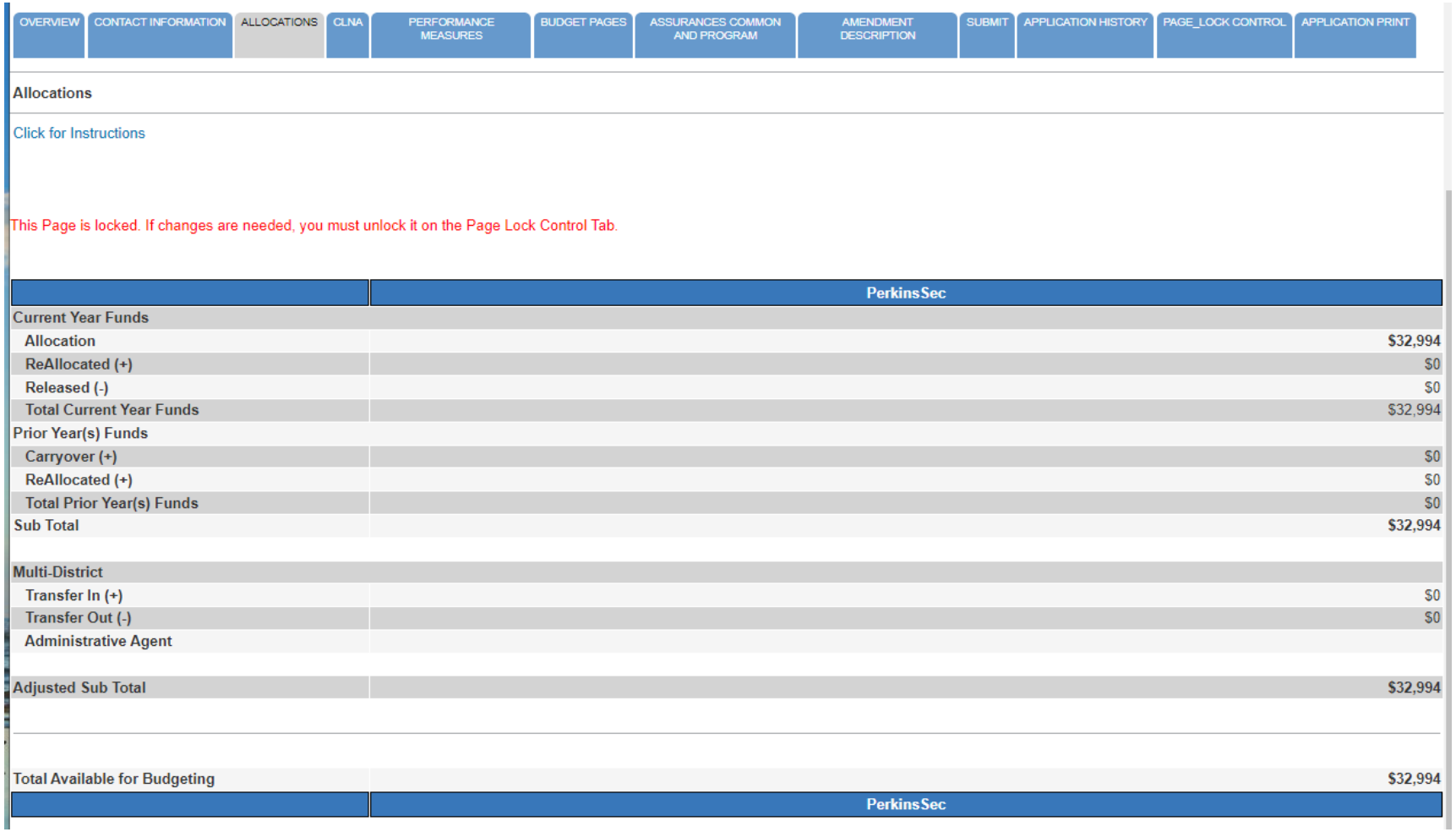
An e-mail notification will be sent to the Authorized Representative upon approval or return of this application. Additionally, e-mails notifying applicants of this application's approval or return for changes will be sent to each e-mail address entered below.

If you wish to have automatic notifications of this application's approval/return for changes delivered to district personnel other than the district authorized representative, enter the respective e-mail addresses in the text boxes below (maximum 5). Examples of personnel to consider are the district clerk, program contact, assistant superintendent, or any other district person who can be an alternate contact if the Authorized Representative is unavailable.

austinc@sgchs.com

gregorichb@sgchs.com

ALLOCATIONS TAB



OVERVIEW | CONTACT INFORMATION | ALLOCATIONS | CLNA | PERFORMANCE MEASURES | BUDGET PAGES | ASSURANCES COMMON AND PROGRAM | AMENDMENT DESCRIPTION | SUBMIT | APPLICATION HISTORY | PAGE_LOCK CONTROL | APPLICATION PRINT

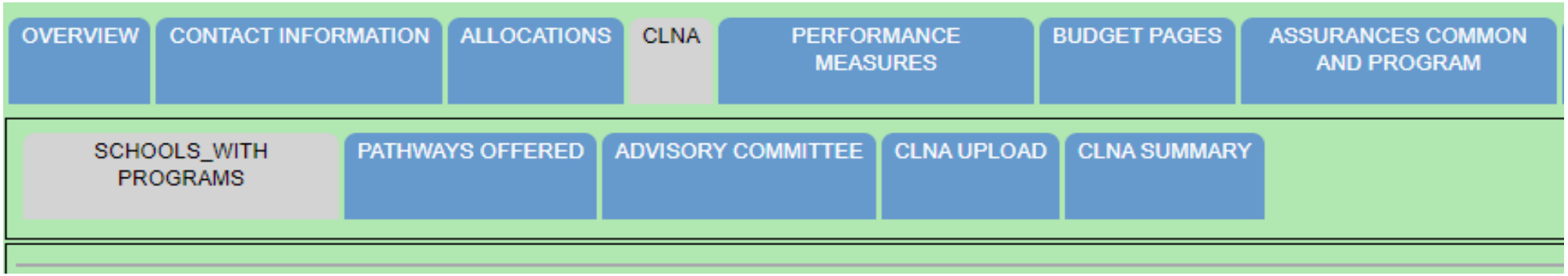
Allocations

Click for Instructions

This Page is locked. If changes are needed, you must unlock it on the Page Lock Control Tab.

	PerkinsSec
Current Year Funds	
Allocation	$32,994
ReAllocated (+)	$0
Released (-)	$0
Total Current Year Funds	$32,994
Prior Year(s) Funds	
Carryover (+)	$0
ReAllocated (+)	$0
Total Prior Year(s) Funds	$0
Sub Total	$32,994
Multi-District	
Transfer In (+)	$0
Transfer Out (-)	$0
Administrative Agent	
Adjusted Sub Total	$32,994
Total Available for Budgeting	$32,994
	PerkinsSec

CLNA TAB



Schools with Programs-

Pathways Offered- 2022-2023 Approved CTE Pathways
* Schools will mark their pathways offered for the 2022-23 school year.

Advisory Committee- List all business, industry or educational partners.

CLNA UPLOAD- This will be a new tab for schools to upload their 2022-23 CLNA Worksheet PDF

CLNA Summary- The summary questions on the CLNA will be entered here.

CTE PATHWAY DEFINITION

A **Montana CTE Career Pathway** is a **sequence** of learning experiences that spans secondary and post-secondary systems, blending rigorous core academic and career technical instruction, offer **focused career guidance** and **advisement systems**, including **high-quality work-based learning experiences**, and culminate in **post-secondary or industry credentials** of value.

SIZE, SCOPE AND QUALITY

Size or number of pathways

* Large Class AA Districts must offer three (3) Montana Career Pathways approved by CTE Specialists.

* Medium Class A/B Districts must offer two (2) Montana Career Pathways approved by CTE Specialists.

* Small Class C Districts must offer one (1) Montana Career Pathways approved by CTE Specialists.

* School districts may offer additional CTE Programs beyond the required number of pathways; programs meeting state guidelines are also eligible for funding.

SIZE, SCOPE AND QUALITY

Scope

Programs with adequate scope will include the following:

* Rigorous Montana Career Pathways

* Opportunities for Dual Credit and or online CTE course

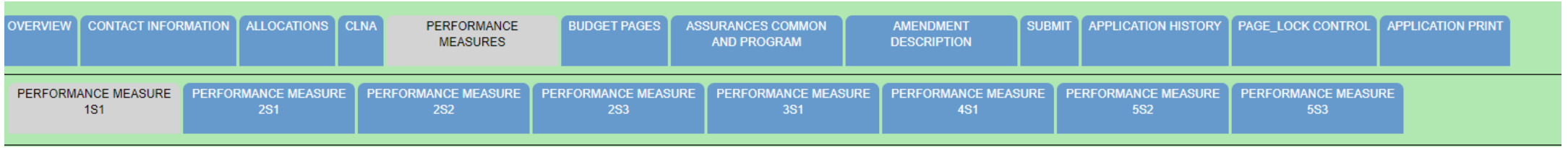
* Work-Based Learning

* Career and Technical Student Organization involvement (BPA, DECA, FCCLA, FFA, HOSA, SkillsUSA, and TSA)

* Industry Recognized Credentials are available

* Programs are aligned with business and industry partners on their advisory committee.

PERFORMANCE MEASURES



Each tab will have 2021-22 performance thresholds and your performance. There will also be a box for current year's target. All GREY boxes cannot be changed.

All performance measures are based on schools CTE Reports as well as ACT Test scores.

5S3 Students Received Work-based Learning credits (wording change)

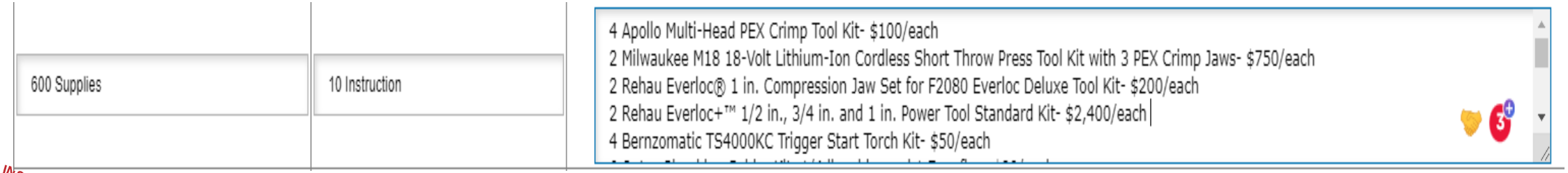
Schools will set the current year's target for each indicator this must be a minimum of SDPL Target.

BUDGET PAGES

CLNA PRIORITIES	BUDGET DETAIL	FUNDING COMPARISON	PROPERTY AND EQUIPMENT	BUDGET SUMMARY

CLNA Priorities: Should outline your CLNA Spending Priorities and what special populations will be addressed with funds.

Budget Detail: Please provide expenditure details and itemization in the budget form below. **Clarification will be requested if items are not clear to the reviewer what they are**. See Budget Detail Example below.
Links for the Budget Instructions and Description of Purpose Categories and Object Codes are provided.
(This page needs to be corrected with Budget Amendments)



BUDGET PAGES* **

Funding Comparison: Read only page, they must match for approval

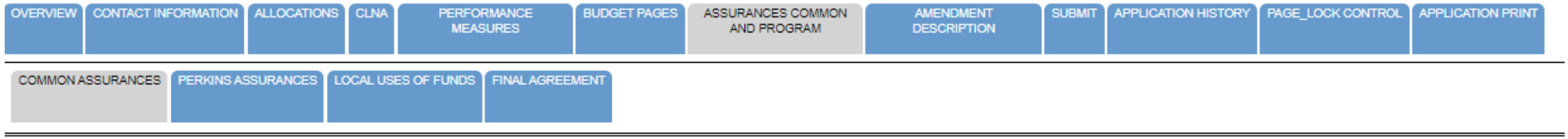
Property & Equipment: For items in Object code 700. Each item costing over $5,000

Budget Summary: Read only page

***These pages load slowly**

** These must be amended when final allocations are uploaded in September.

ASSURANCES TAB



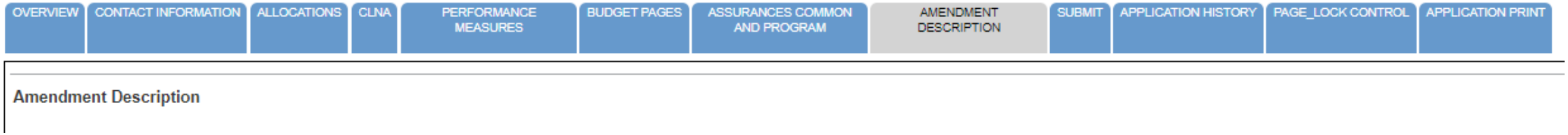
Common Assurances: Approval from all Federal Assurances

Perkins Assurances: Specific Perkins Assurances

Local Use of Funds: Assurance/guidance for allowable spending

Final Agreement: All need to be completed for submission

AMENDMENT



Be sure to include specific pages and sections that are being amended.

Budget amendments will need to be changed on both the CLNA distribution tab and the Budget Details tab.

All grants will need to have a budget amendments when final allocations are uploaded.

TIMELINE CHANGES FOR FY23 AND FY24

FY 23 Applications:

- Will be open through September 1 due to delay in EGrants.
- Final Allocations will load by October 1- Budget Amendments due October 31.
- **Cash requests need to happen a minimum of quarterly**
- Final Amendments Due June 1, 2023
- Fiscal Year End Reports Due August 10, 2023

TIMELINE CHANGES FOR FY23 AND FY24

FY 24 Applications:

- Montana State CTE Funding Request and Perkins Intent to Apply DUE April 1, 2023
- 2023-2024 Carl Perkins Application set to open early May 2023
- FY 24 Perkins Application will be due by June 15, 2023
- Final Allocations will load by September 1- Budget Amendments due September 31.
- This will **not** be a CLNA year for previous applicants. Budgets and Advisor Committee Minutes will be needed for FY 24 Application.

REFERENCES FOR PERKINS

OPI Perkins V

Montana Employment Projections Dashboard for Perkins

Comprehensive Local Needs Assessment and Resources

E-grants Log in

Perkins Grant Liaisons

MEET THE CTE TEAM

Shannon Boswell, Unit Manager
Shannon.Boswell@mt.gov
406-444-7915

Ian Beagles CTAE Data Coordinator
Ian.Beagles@mt.gov
406-444-9019

Jamie Corley, CTE Specialist
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406-4372434

Mike Houghton, CTE Specialist
Michael.Houghton@mt.gov
406-465-7384

Gayla Randel, CTE Specialist
Gayla.Randel@mt.gov
406-431-2117

Eric Swenson, CTE Specialist
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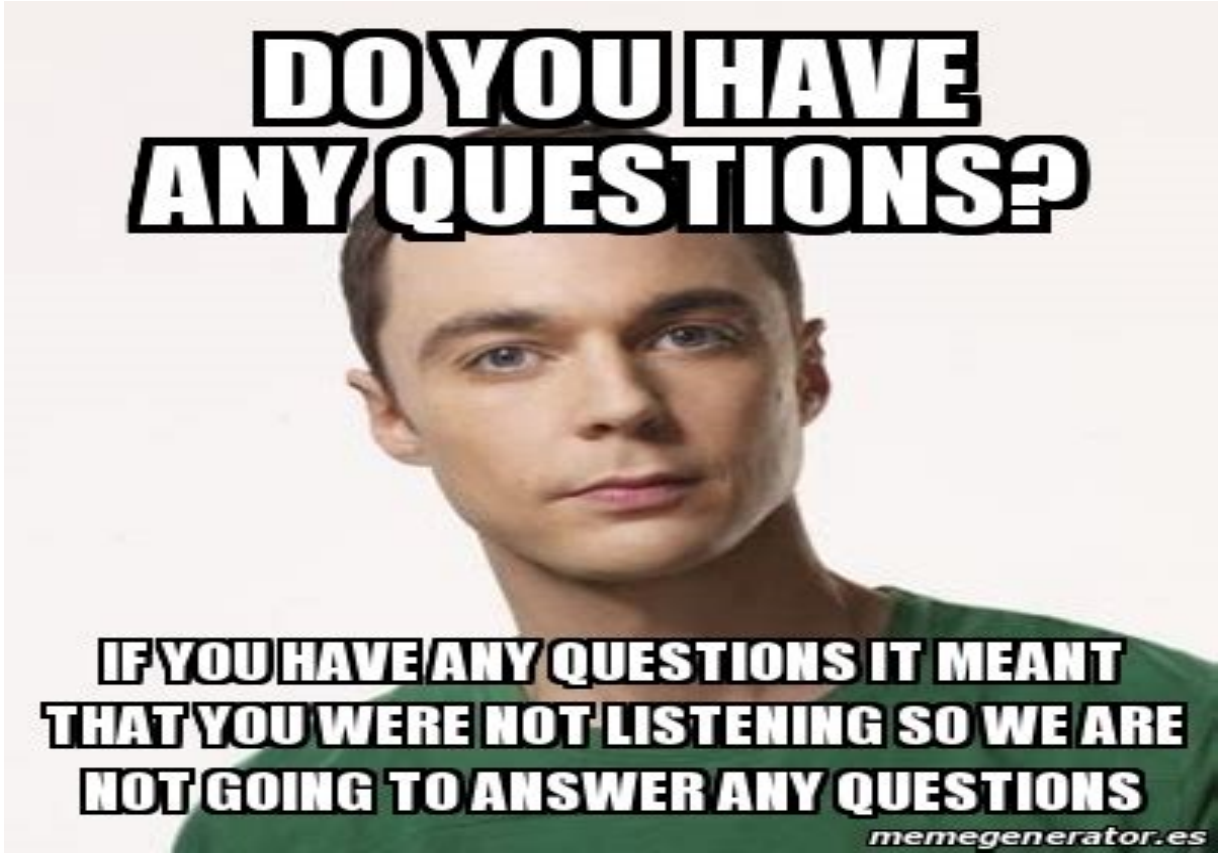
406-444-7991

Eric Tilleman, CTE Specialist
Eric.Tilleman@mt.gov
406- 438-6636

OPI CTE Unit
OPICTE@mt.gov

QUESTIONS???


DO YOU HAVE ANY QUESTIONS?
IF YOU HAVE ANY QUESTIONS IT MEANT THAT YOU WERE NOT LISTENING SO WE ARE NOT GOING TO ANSWER ANY QUESTIONS
memegenerator.es

WORK TIME

TITLE III OFFICE HOURS

Title III: 11:30-2pm

Join Zoom Meeting

https://mt-gov.zoom.us/j/81018596701?pwd=Z1dyV1JqZkpmN0dpWVJGRHc1TDN3UT09

Meeting ID: 810 1859 6701

Password: 858454

Dial by Telephone

+1 646 558 8656

Meeting ID: 810 1859 6701

Password: 858454

Find your local number: https://mt-gov.zoom.us/u/kb2pgMXDYv

IDEA OFFICE HOURS

Join Zoom Meeting

https://mt-gov.zoom.us/j/81571804806?pwd=dW9Wa3NVSzFTMlZnTnRzVlZpb1ozdz09

Meeting ID: 815 7180 4806

Password: 550436

Dial by Telephone

+1 646 558 8656 or +1 406 444 9999

Meeting ID: 815 7180 4806

Password: 550436

Find your local number: https://mt-gov.zoom.us/u/kkG4Sn7m6

We will not have anyone available from 12:45-2:00 PM on Wednesday, July 15, 2021.

THANKS FOR COMING!