

2021 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 contacts:

Jeff Kirksey- jeff.kirksey@mt.gov

Mindi Askelson- mindi.askelson@mt.gov



E-Grants System

Menu List

[Click for Instructions](#)

You have been granted access to the forms below by your Security Administrator

Administrative

[OPI Reports](#)

Competitive Grant

[Title IV-B: 21st Cent. Cent.](#)

[Title IV-B: 21st Century](#)

[Title X: Homeless Education](#)

Discretionary Grant

[ACT Plus Writing Test Admin](#)

[Gifted & Talented State Grant](#)

[IDEA B: CSPD](#)

[Striving Readers](#)

[Title I-C: Regular Term](#)

[Title I-C: Summer Term](#)

[Title I-C: Migrant Consolidated](#)

[Title II-A: State Level](#)

EGrants User Guides

[Comprehensive User Guide](#)

[Creating Amendments User Guide](#)

[Payment System User Guide](#)

Formula Grant

[ABLE Extension](#)

[Carl Perkins - Secondary](#)

[ESEA/NCLB Consolidated](#)

[ESEA/NCLB Consolidated - ARRA](#)

[IDEA Consolidated](#)

[IDEA Consolidated - ARRA](#)

[Title I School Improvement](#)

Planning

[Planning Tool](#)

E-Grants

OPI Staff

406-444-5660

Sharlow@mt.gov



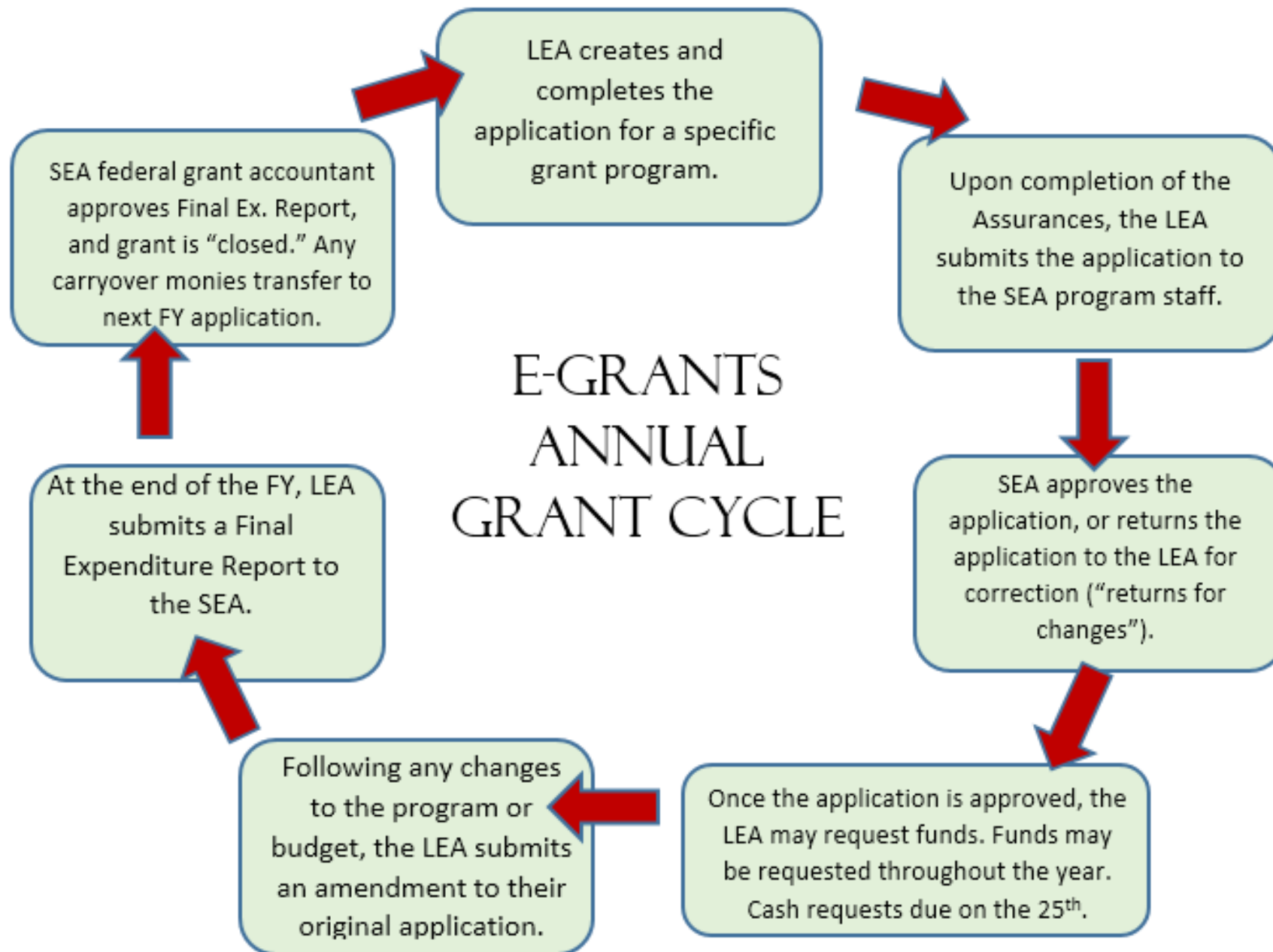
Putting Montana Students First **A+**

- **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: AN OVERVIEW

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



PUTTING MONTANA STUDENTS FIRST



[Families & Students](#)



[Educators](#)



[Leadership](#)



[Contact](#)

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](#)



Montana Office of Public Instruction
Welcome to the E-Grants Management System

ANNOUNCEMENTS		LOGON
<p>Security Notice Authorized representatives (ARs): Please use "Manage User Accounts" on your menu list to keep your district/organization's user accounts up to date. <u>Remove any users who are no longer with your district/organization.</u></p> <p>E-GRANTS TIPS -- Refer to "How to Access Grants in the E-Grants System" in the TRAINING section for guidance on how to view and create applications, program reports and intents to apply. -- Refer to the "E-Grants Security User Guide" in the TRAINING section for guidance on new user accounts, removal of users, and role modifications to existing accounts. Descriptions of the available roles are under ACCOUNT INFORMATION below. -- Existing users that need to change a name or email address should send an email to egrants@mt.gov providing the new name and/or email address. Changes will be completed by OPI E-Grants staff as soon as possible.</p>		<p>Username/Email </p> <input type="text"/> <p>Password Forgot Password</p> <input type="password"/> <p>New User Public Access LOGON</p>
INFORMATION	TRAINING	UPCOMING
<p>WHO DO I CONTACT? If there are questions about your grant application, please contact the appropriate program or accounting specialist. A full list of contact information may be found here. OPI Grant Program Contacts</p> <p>Please email the E-Grants Security Help Desk at egrants@mt.gov with any questions regarding your E-Grants account, user name, or password.</p>	<p>USER GUIDES How to Access Grants in the E-Grants System E-Grants Security User Guide Creating Amendments User Guide</p>	<p>June 2021</p> <p>No events found.</p>
ACCOUNT INFORMATION		
<p>Please note: if you need to create an account for a new Authorized Representative for your school district, you will have to first make the change in OPI's Contacts System. Click Here to access the OPI Contacts system. Non-school districts must send an email to CentralUpdates@mt.gov to update authorized representatives in the OPI Contacts system.</p> <p>GENERAL ACCOUNT INFORMATION More detailed General Account Information can be accessed on the OPI E-Grants Accounts and Passwords Web page.</p> <p>The E-Grants system will require you to change your password if you have not done so within the previous 180 days. Please follow the system prompts to do so.</p> <p>If you do not remember your password, enter your email address then click "Forgot Password." You will receive an email with a temporary password. When prompted to change your password, paste the temporary password in the "Old Password" box then type in a new password.</p>		



NEW USERS

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.**
- **Do not open more than one application at once 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					
<input type="radio"/>	15-ESEA-00 Original Application			Not Submitted	

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

2013-2014					
<input type="radio"/>	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					
<input type="radio"/>	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					
<input type="radio"/>	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					
<input type="radio"/>	14-ESEA-00 Original Application	09-04-2013	09-06-2013	Final Approved	09-06-2013

STATUS

- **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

ADMINISTRATIVE DEADLINES

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.

September 15: The Carl Perkins Egrant application must be completed by this date.

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				
<input checked="" type="radio"/>	14-ESEA-00 Amendment 2	01-22-2014	01-24-2014	Final Approved
<input type="radio"/>	14-ESEA-00 Amendment 1	12-20-2013	01-03-2014	Final Approved
<input type="radio"/>	14-ESEA-00 Original Application	09-12-2013	09-25-2013	Final Approved
2012-2013				
<input type="radio"/>	13-ESEA-00 Amendment 5			Not Submitted
<input type="radio"/>	13-ESEA-00 Amendment 4	07-02-2013	07-08-2013	Final Approved
<input type="radio"/>	13-ESEA-00 Amendment 3	02-12-2013	02-20-2013	Final Approved
<input type="radio"/>	13-ESEA-00 Amendment 2	01-18-2013	02-06-2013	Final Approved
<input type="radio"/>	13-ESEA-00 Amendment 1	12-13-2012	12-20-2012	Final Approved
<input type="radio"/>	13-ESEA-00 Original Application	09-11-2012	09-28-2012	Final Approved
2011-2012				
<input type="radio"/>	12-ESEA-00 Amendment 6	08-24-2012	09-17-2012	Final Approved
<input type="radio"/>	12-ESEA-00 Amendment 5	08-17-2012	08-21-2012	Final Approved
<input type="radio"/>	12-ESEA-00 Amendment 4	07-12-2012	07-16-2012	Final Approved
<input type="radio"/>	12-ESEA-00 Amendment 3	02-10-2012	02-13-2012	Final Approved
<input type="radio"/>	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	<input type="checkbox"/>
200	(1000 Character Maximum) Fringe benefits on above salaries	\$2,566	\$190	94	<input type="checkbox"/>
Indirect Cost Approved Rate 3.2800 % Derived Rate 3.2800 %		\$314	Total	\$1,082	
			\$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

Grant Award (Allocation)

Approved Budget

Amount Paid To Date

Expenses To Date

Balance Due LEA

Funds on Hand

Amount

\$9,872

\$9,872

\$1,614

\$0

\$0

\$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				

CASH REQUESTS

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.**

Select Fiscal Year:

2021

Created

Formula Grant

	Application Name	Revision	Status	Date	Actions
	ESEA Consolidated Application	Amendment 2	Not Submitted		OPEN PAYMENTS REVIEW SUMMARY

Discretionary Grant

There currently aren't any Discretionary Grant applications created.

Competitive Grant

	Application Name	Revision	Status	Date	Actions
	ESSA Title IX: Homeless Education Competitive Application	Amendment 2	Not Submitted		OPEN PAYMENTS REVIEW SUMMARY

Select Fiscal Year:

2021

Created

Formula Grant

	Application Name	Revision	Status	Date	Actions		
	ESEA Consolidated Application	Amendment 1	Final Approved	5/7/2021	OPEN	PAYMENTS	REVIEW SUMMARY

Discretionary Grant

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

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.

0350 Bozeman Elem

Click for Instructions

Select Fiscal Year: 2021

Created

Formula Grant

Application Name	Revision	Status	Date	Actions		
ESEA Consolidated Application	Original Application	Final Approved View GAN	10/28/2020	OPEN	PAYMENTS	REVIEW SUMMARY

Discretionary Grant

There currently aren't any Discretionary Grant applications created.

Competitive Grant

Application Name	Revision	Status	Date	Actions		
ESSA Title IX: Homeless Education Competitive Application	Amendment 1	Final Approved View GAN	4/1/2021	OPEN	PAYMENTS	REVIEW SUMMARY

Intent to Apply

GRANT AWARD NOTICES (GANS)

PRIME APPLICANT:

Bozeman Elem

LE #: 0350

Approved Indirect Cost Rate: 4.6000

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

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

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)

Applicant: 0350 Bozeman Elem

Click dropdown to access program specific pages: ESEA / ESSA Consolidated

Application: 2020-2021 ESEA Consolidated Application - 00-
Cycle: Original Application

SchoolYear: 7/1/2020 - 6/30/2021

[Printer-Friendly](#)
[Click to Return to Organization Select](#)
[Click to Return to eGrants Access/Select Page](#)
[Click to Return to Menu List / Sign Out](#)

This application has been approved. You must create an amendment in order to make updates.

OVERVIEW CONTACT INFORMATION PROGRAM SELECTION SELECT_ELIGIBLE ATTENDANCE AREAS PRIVATE/NONPUBLIC SCHOOL PARTICIPATION FUNDING ASSURANCES, COMMON AND PROGRAM AMENDMENT DESCRIPTION SUBMIT GRANT SUMMARY APPLICATION HISTORY PAGE_LOCK CONTROL **APPLICATION PRINT**

ESEA / Every Student Succeeds Act (ESSA)

Programs: Title I, Part A - Improving the Academic Achievement of the Disadvantaged
Title II, Part A - Supporting Effective Instruction
Title III, Part A - English Language Acquisition

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

Overview Contact Information Program Selection Select_Eligible Attendance Areas Funding Private/NonPublic School Participation Assurances, Common and Program Amendment Description Submit Grant Summary Application History Page_Lock Control **Application Print**

Selectable Application Print

[Click for Instructions](#)

Request Print Job

- ☒ ESEA / NCLB Consolidated
 - ☒ Contact Information
 - ☒ Program Selection
 - ☒ Select_Eligible Attendance Areas
 - ☒ Funding
 - ☒ Private/NonPublic School Participation
 - ☒ Assurances, Common and Program
 - ☒ Amendment Description
 - ☒ Submit
 - ☒ Grant Summary
 - ☒ Application History
 - ☒ Application Print
- ☐ Title I A - Basic
- ☐ Title I A - Schoolwide
- ☐ Title II A - Improving Teacher Quality
- ☐ Title III - English Language Acquisition
- ☐ Title VI B - Subpart 2 - RLIS

[Request Print](#)

Requested Print Jobs
Completed Print Jobs

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.

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

Applicant: 0350 Bozeman Elem

Click dropdown to access program specific pages: ESEA / ESSA Consolidated

Application: 2020-2021 ESEA Consolidated Application - 00-
Cycle: Original Application

SchoolYear: 7/1/2020 - 6/30/2021

Printer-Friendly

Click to Return to Organization Select
Click to Return to eGrants Access eGrants Page

Click to Return to Menu List / Sign Out

OVERVIEW	CONTACT INFORMATION	PROGRAM SELECTION	SELECT_ELIGIBLE ATTENDANCE AREAS	PRIVATE/NONPUBLIC SCHOOL PARTICIPATION	FUNDING	ASSURANCES, COMMON AND PROGRAM	AMENDMENT DESCRIPTION	SUBMIT	GRANT SUMMARY	APPLICATION HISTORY	PAGE_LOCK CONTROL	APPLICATION PRINT
TARGETING STEP 1	TARGETING STEP 2	TARGETING STEP 3	TARGETING - SERVED SCHOOLS	TARGETING STEP 4								

CLOSE PRINTER FRIENDLY PAGE



E-Grants System

- Close printer friendly page-upper, left hand side

Applicant: 0350 Bozeman Elem

Application: 2020-2021 ESEA Consolidated Application - 00-
Cycle: Original Application

E-GRANTS PRINTING-EASY!

Putting Montana Students First



APPLICATION REMINDERS FOR 2021

1. No more planning tool-you can still see it.
2. Significant question changes under Title I-A Basic-reminder from last year.
3. Many text boxes now have a 500-character minimum-these are labeled.
4. Remember the date changes from earlier!

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 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, child care, 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

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.

CHANGES FOR 2021-2022

Title II, Part A Application

- Program Detail Activities Page 1 – Curriculum and Instruction
 - Check box: “Staff hired with Title II, Part A funds for reducing class size will be properly licensed and endorsed in their area.”
 - Question: “Provide an explanation as to how this reduction in class size will improve student achievement.” (500 minimum) - **Only pops up if Check box is selected for Class Size Reduction**
 - Question: “Explain why class size reduction is needed, and what professional development is the district providing for the newly hired teacher.” (500 minimum) **Only pops up if Check box is selected for Class Size Reduction**
- [Resources](#)

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:
<ul style="list-style-type: none"> ✓ 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. ✓ Professional Development Of sufficient intensity and duration to improve teachers' abilities to understand and use curricula, assessment, and instructional strategies for EL students. ✓ Academic Achievement Supplemental activities and materials to improve the core academic achievement of EL students. ✓ Community Programs Provide community participation programs, family literacy services, and parent outreach and training activities to EL children and families. ✓ Materials Acquire educational materials for EL students and instructional materials for teachers to develop English language proficiency for EL students. ✓ Technology Acquisition of technology and software to carry out the activities consistent with the other authorized activities for LEP students. ✓ Administrative Expenses 	<ul style="list-style-type: none"> ✗ 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 ✗ 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 ✗ 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. ✗ 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. ✗ 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. ✗ Fluent or Native English Speakers Services, materials, activities, equipment, and technology must only benefit EL students. Items that will benefit all students,

Title IV Part A: Student Support and Academic Enrichment

TAMMY LYSONS
tamara.lysons@mt.gov

406-431-2309

New Phone Number



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
<p>Supporting students with well-rounded educational opportunities including:</p> <ul style="list-style-type: none">• 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	<p>Supporting safe and healthy students with:</p> <ul style="list-style-type: none">• 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	<p>Supporting the effective use of technology by:</p> <ul style="list-style-type: none">• 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% on Safe and Healthy Student programs and activities, a minimum of 20% on activities to provide Well-Rounded Education, 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.

CHANGES FOR 2021-22

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.

CHANGES FOR 2021-22

Title IV-A Program Detail, Allowable Uses Page Updated

*This page should stay unlocked even if you are fully transferring funds. If you put dollar amounts onto this page, and then decide to transfer all funds out of Title IV-A, you will need to update and resave this page before submitting.

For those running a Title IV-A program:

New for 2021-22, 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, PART A: STUDENT SUPPORT & ACADEMIC ENRICHMENT

Questions & Answers?

Tammy Lysons, Title IV-A Program Manager,
tamara.lysons@mt.gov,

(406) 431-2309

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

RLIS HOLD HARMLESS

In each of the years included in the hold harmless period, an LEA that receives an award under the hold harmless provision will receive no more than the respective percent of the RLIS award amount the LEA received in FY 2019.

Fiscal Year	Hold Harmless Percentage- based on the LEA's FY 2019 award amount
2021	100%
2022	100%
2023	83.33%
2024	66.67%
2025	50%
2026	33.33%
2027	16.67%

CHANGES FOR 2021-2022

Title V – RLIS Application Only

- **Program Detail Activities Page**

- If you choose "**Activities authorized under Title II, Part A,**" then the Title II, Part A checkboxes and text box appear.
- If you choose "**Activities authorized under Title IV, Part A,**" then the Title IV, Part A checkboxes and text box appear.
- If you choose "**Parent and Family Engagement**" then the Parent and Family Engagement checkboxes and text box appear.

IDEA CONTACT

Danni McCarthy, Interim IDEA Fiscal Manager

DMcCarthy@mt.gov

406-444-0452

CARL D. PERKINS E-GRANT

Application Open: Early July 2021

Application Must Be Completed no later than Sept. 15, 2021

Comprehensive Local Needs Assessment will be uploaded to E-grant application for first time Perkins V applicants



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
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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 \(EDGAR\)](#)

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
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Allocations

[Click for Instructions](#)

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

	Perkins Sec
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	
	Perkins Sec

CLNA TAB

OVERVIEW	CONTACT INFORMATION	ALLOCATIONS	CLNA	PERFORMANCE MEASURES	BUDGET PAGES
SCHOOLS_WITH PROGRAMS	PATHWAYS OFFERED	ADVISORY COMMITTEE	COMP_LOCAL NEEDS ASSESSMENT		

Schools with Programs-

Pathways Offered- [2020-2021 Approved CTE Pathways](#)

- * Schools will mark their pathways offered for the 2021-22 school year

Advisory Committee- List all business, industry or educational partners

- * Schools who applied for FY 21 will load Advisory minutes
- * Schools who did not apply in FY 21 will load their CLNA in a pdf or word document

CLNA Summary-

- * FY21 applicants please review, and revise based on previous years work and current year plans.
- * New FY22 applicants will need to use the CLNA to complete the summary

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 Coordinators.
- * Medium Class A/B Districts must offer two (2) Montana Career Pathways approved by CTE Coordinators.
- * Small Class C Districts must offer one (1) Montana Career Pathways approved by CTE Coordinators.
- * 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, Skills USA, and TSA)
- * Industry Recognized Credentials are available
- * Programs are aligned with business and industry partners on their advisory committee.

PERFORMANCE MEASURES

OVERVIEW	CONTACT INFORMATION	ALLOCATIONS	CLNA	PERFORMANCE MEASURES	BUDGET PAGES	ASSURANCES COMMON AND PROGRAM	AMENDMENT DESCRIPTION	SUBMIT	APPLICATION HISTORY	PAGE_LOCK CONTROL	APPLICATION PRINT
PERFORMANCE MEASURE 1S1	PERFORMANCE MEASURE 2S1	PERFORMANCE MEASURE 2S2	PERFORMANCE MEASURE 2S3	PERFORMANCE MEASURE 3S1	PERFORMANCE MEASURE 4S1	PERFORMANCE MEASURE 5S2	PERFORMANCE MEASURE 5S3	PERFORMANCE LEVEL SUMMARY			

Each tab will have 20-21 performance thresholds and your performance. There will also be a box for current year's target. All GREY boxes cannot be changed.

*Schools will set the current year's target for each indicator. Please note that due to COVID-19 some data is incomplete- schools can use their local data to help set performance target.

1S1- Graduation Rate: reported for 20-21

2S1 Academic Proficiency Reading/Language Arts: not reported (testing did not occur 19-20)

2S2 Academic Proficiency Mathematics: not reported (testing did not occur 19-20)

2S3 Academic Proficiency Science: not reported (testing did not occur 19-20)

3S1 Post Program Placement: reported for 20-21

4S1 Nontraditional Program Concentrator: reported for 20-21

5S2 Attained Post Secondary Credits: not reported data collection started in 20-21

5S3 Work Based Learning Credits: not reported data collection started in 20-21

BUDGET PAGES* **

OVERVIEW	CONTACT INFORMATION	ALLOCATIONS	CLNA	PERFORMANCE MEASURES	BUDGET PAGES	ASSURANCES COMMON AND PROGRAM	AMENDMENT DESCRIPTION	SUBMIT	APPLICATION HISTORY	PAGE_LOCK CONTROL	APPLICATION PRINT
FUNDING DISTRIBUTION	BUDGET DETAIL	FUNDING COMPARISON	PROPERTY AND EQUIPMENT	BUDGET SUMMARY							

Funding Distribution Page: Should outline your CLNA Spending Priorities and what special populations will be addressed with funds. (This page needs to be corrected with Budget Amendments)

Budget Detail: Detailed descriptions of expenditures and the object codes with purpose categories. (This page needs to be corrected with Budget Amendments)

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 will need to be amended when final allocations are uploaded in September.

ASSURANCES TAB

OVERVIEW	CONTACT INFORMATION	ALLOCATIONS	CLNA	PERFORMANCE MEASURES	BUDGET PAGES	ASSURANCES COMMON AND PROGRAM	AMENDMENT DESCRIPTION	SUBMIT	APPLICATION HISTORY	PAGE_LOCK CONTROL	APPLICATION PRINT
COMMON ASSURANCES	PERKINS ASSURANCES	LOCAL USES OF FUNDS	FINAL AGREEMENT								

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

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

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

Budget amendments will need to be changed on both the funding distribution tab and the details tab.

All grants approved before September will need to have budget amendments when final allocations are uploaded.

REFERENCES FOR PERKINS

[OPI Perkins V Site](#)

[Montana Employment Projections](#) Dashboard for Perkins

[Comprehensive Local Needs Assessment](#) and Resources

[E-grants Log in](#)

CTAE STAFF CONTACTS

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Please let us know if you have any questions!



WORK TIME



"Thank you. You've been a great audience."

THANK YOU!