



ESEA/ESSA Consolidated Application Directions

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Contact Information Tab

1. UEI number should auto populate, be at least nine characters, and is not the Legal Entity number.
2. Districts need to enter the summer phone number for both the Authorized Representative (AR) and the District Clerk (DC), even if those numbers are the same as the regular number.
3. If the name of the AR and DC are incorrect, please contact the OPI at Egrants@mt.gov to make a change. Only the OPI can change the “ghosted” boxes. These updates are usually performed every Thursday so please be patient as changes are not made daily.
4. A district only needs to complete the program contact staff buttons if it has employees other than the AR who need Egrants information. Filling out these buttons is not required.
5. The Alternate Contact Email section must have at least one person listed other than the AR. Egrant approval/disapproval notifications only go to the AR. The Alternate Contact email address cannot be the same as, nor associated with, the AR. Districts should use the Business Manager/DC.
6. If there are errors in the AR and DC contact information at the top of the page, place the email addresses of new or correct staff members in the Alternate Contact email section.

Program Selection Tab

1. Districts need to select the federal programs in which it will participate. Select Accept or Reject for all programs with a dollar amount.
2. If there is no dollar amount, the district must select N/A. This must be done in both the present year’s allocation and the past year’s allocation.
3. After submission, only the OPI can unlock this page.
4. If the district rejects funds and submits, the district will be unable to access those funds for that fiscal year.

Select Eligible Attendance Areas Tab

Targeting Step 1

1. The district must select how it will determine the numbers of low-income students. The district must select at least one poverty measure under the four listed: free/reduced, direct certification, Medicaid, or US Census. (Districts that use the CEP will have to select direct certification and free/reduced.)
2. If free/reduced and/or Medicaid are chosen, the district must use numbers from the previous year for either the October or February snapshot. Private school numbers are to be determined during the required annual consultation.
3. If direct certification is used, the district must use the count date provided to it by OPI School Nutrition or DPHHS on the Community Eligibility Provision (CEP) forms sent to the district.
4. If the district uses the US Census numbers, the district should use January of the present year.
5. The Community Eligibility Provision box can only be marked by the OPI. If the box is checked, then the district has schools that are participating in the CEP. If the district has schools that are participating, and the box is not checked, please contact the OPI at for assistance.
6. The district must select Enrollment or Residing for the numbers of students who are attending schools.

- a. Use Enrollment for: free/reduced, direct certification, and Medicaid
 - b. Use Residing for: US Census, or those district with large numbers of students attending private schools
7. Under Attendance Center, the district will enter the numbers of enrolled and low-income students attending schools within the district. This also included the numbers of homeless students who are attending each public school. These numbers can be found in AIM. The district must also place in the enrollment numbers and free/reduced count from all the private schools who are participating in Title I, Part A.
8. The feeder pattern can be used if the district does not believe that enough free/reduced forms have been turned into the school to get an accurate count of the numbers of low-income students. This is usually done in a junior high/middle school or the high school. The district cannot use feeder pattern if it is using the CEP for a particular school. Also, if the district has fewer than 1,000 students or only one school per grade span, the feeder pattern cannot be selected.
 - a. To calculate the feeder pattern, the district must determine the free/reduced percentage of the school or schools that are “feeding” into the school that has selected feeder pattern.
 - b. The district must then manually adjust the number of public low-income students in the school that has selected feeder pattern until its percentage of low-income is the same as the school or schools average of the sending schools.
9. The district must check CEP for only those schools that are eligible and are using the CEP option. For any school that has checked CEP, the district must use the CEP enrollment and direct certification numbers provided to it by OPI School Nutrition or DPHHS. Egrants will automatically calculate the CEP by taking the number of direct certification students and multiplying it by the 1.6 factor. The direct certification count of students for eligible and participating schools will be placed under the *Public #Low Income column.
10. The Grandfather column will only be used if a district that has 1,000 students or more and multiple schools per grade span has a school that falls below the 35% free/reduced threshold. This will allow the district to serve a grandfathered school with Title I for one more year. The grandfather option may not be used in a school for consecutive years.
11. Make sure to calculate and save the page before leaving.

Targeting Step 2

1. The district must choose a ranking feature under the Attendance Center chart.
 - a. Use Public and Non-public Values for Ranking-if the district has large numbers of students attending private schools which could affect how schools are ranked.
 - b. Use public values if there are no private schools, or the number of private school students is so small as to not affect overall ranking.
2. Make sure to calculate and save the page before leaving.

Targeting Step 3

1. The district must select one of the ranking options depending on the numbers of students and/or grade spans present.
2. Most districts will either select Option 1 or 2.
3. For those districts selecting Option 3 or 4, make sure to see which one allows for the most schools to be served. If one of these options is used, the district must serve schools that have a 75% or greater poverty rate with Title I.

Targeting Served Schools

1. The district must select SW (Schoolwide) or TA (Targeted Assistance) for each school. Districts may have to look back at a previous application if school status is not known.
2. Districts may also choose not to serve schools within the district.
 - a. Districts with fewer than 1,000 students or one school per grade span may choose not to serve any school in the district regardless of rank order. (This will not affect upcoming allocations.)
 - b. Districts with 1,000 students or more or multiple schools per grade span may not serve out of rank order. However, a district under this rule may choose to serve a high school with a 50% or more poverty rate out of rank order. The district will need to state why in the comment box.
 - c. If any school is not served, a comment must be placed in the text box stating why.
3. The district must complete the methodology section for Supplement, Not Supplant.
 - a. Districts need to select Option 1, 2, or 3. Should a district choose Options 1 or 2, this section is complete.
 - b. Should a district choose Option 3, the following steps must be completed:
 - i. The district has adopted MTSBA policy 7220P-check the box and then add the date of adoption.
 - ii. The district has not adopted MTSBA policy 7220P-check the box, and then the district must explain its supplement, not supplant methodology in the textbox.

Targeting Step 4

1. This is the page that will calculate all the district-level set asides, private/non-public set asides (if necessary), and the amount of Title I, Part funds that should be allocated to all participating schools in the district. At the top of the grid, districts will see the amount of Title I funds, the multi-district transfer in, if applicable; any carryover funds after final fiscal close-out, and any funds transferred in from other federal programs. Finally, it will show the total amount for budgeting.
2. **Set Asides** - The district will place the required set asides in the grid. All required set asides will need detailed expenditures on the Title IA Basic and/or Schoolwide Budget Detail page.
 - a. **Parent and Family Engagement** – LEAs receiving Title IA allocations larger than \$500,000 are required to set aside and budget at least 1% of the total Title IA allocation for Parent and Family Engagement.
 - i. The total of District-level **and** School-level **combined** must total at least the 1%.
 - ii. At least 90% of the 1% must be in the School-level set aside.
 - b. **Homeless** - If a district has reported homeless students on Targeting Step 1, the district must calculate the total number of homeless students by the state required minimum set aside of at least \$35 per student on this page.
 - i. If a district reports zero homeless students, the district is required to set aside a minimum of \$35.
 - c. **Neglected** -If a district has reported neglected students, the district must enter a set-aside amount.
3. **Private/Non-Public** - This page will also calculate the equitable share amount for any private/non-public school participating in Title I-A.

- a. The total PNP Proportional Amount available for LEA Distribution will need detailed expenditures on the Title IA Basic Budget Detail page.
 - b. If applicable, this page will automatically calculate a PNP Parent and Family Engagement set aside which will also require detailed expenditures on the Title IA Basic Budget Detail page.
4. If a district has an approved indirect cost rate for Title I-A, Basic, that amount must be placed on this page in the box directly about the “ghosted” out indirect cost rate box. However, this amount cannot be calculated until the Title I, Basic budget has been determined. After the Title I basic budget has been determined, the district will need to come back to Targeting Step 4, place the amount in the indirect cost rate box, and then recalculate the page. (A schoolwide indirect cost rate will not need to be placed on Targeting Step 4.)
5. Should a district transfer funds from other federal programs into Title I-A on the Funding-Allocations Tab, then the district will need to return to Targeting Step 4 to recalculate the page.

Private/Non-Public School Participation Tab

1. Participating Private/Non-public Schools
 - a. The district will need to put in the total number of private schools participating in any of the federal programs: Title I, II, IV, and IV; in the small textbox.
 - b. The district will need to list all the participating private/non-public schools in the grid.
 - c. The calculations for each program will not be complete until all the equitable share tabs have been completed, although Title I will already be filled in.
 - d. After completing all the equitable share tabs, the district will have to manually calculate the amount of funds if there are multiple participating private/non-public schools. To calculate these amounts the district will take the per-pupil amount and multiply it by the number of eligible students in each private/non-public school.
2. Title I-A Equitable Share - this page has already been calculated. This tab can be skipped.
3. Title II Equitable Share - The district will need to enter the eligible number of elementary and high school students in boxed 4a and 4b respectively. The district can then calculate and save the page to determine the amount of funds available for the participating private/non-public schools.
 - a. If you transfer all Title IIA funds into Title IA Basic or Schoolwide enter “0” on line 4a and 4b.
4. Title III Equitable Share – for most districts, this page will be “ghosted” out. Enter “0” on line 4 then calculate and save the page. For those districts with a program and a participating private/non-public school, the district will need to enter the number of students in box 4 and then calculate and save the page.
5. Title IV Equitable Share - The district will need to enter the number of eligible students from the participating private/non-public schools in box 4 and then calculate and save the page.
 - a. If you transfer all Title IVA funds into Title IA Basic or Schoolwide enter “0” on line 4.

Funding Tab

1. Allocations - this is where the district can move funds between federal programs and from Title I-A Basic to Schoolwide. All funds can be moved to Title I-A, but Title I-A funds cannot be transferred out of Title I-A. Title II, III, and IV cannot be transferred to Title V.
2. If funds from other programs are transferred to Title I-A, then the district will need to go back to Select Eligible Attendance Areas, Targeting Step 4, and recalculate the page. Equitable share set aside funds for participating private/non-public school for Title I, Part A cannot be transferred to Schoolwide.
3. Districts with participating private/non-public schools and/or that have some schools that are schoolwide and some that are targeted assistance will have to manually calculate the amount of funds that must be left behind in Title I Basic.
4. Federal funds cannot be left behind in a program just to have an equitable share set aside for participating private/non-public schools.
5. If funds are left behind in a federal program after a transfer, the district will have to manually calculate a per pupil amount for the equitable share.
6. Calculate and save before leaving the page.

Assurances Common and Program Tab

1. Only this district AR can complete these pages.
2. Complete all the tabs even if the district moved the funds or did not get any funds for that program area.

Amendment Description Tab

1. Use this tab only if you complete an amendment to the original application.
2. Select the program where the change was made, click on the radio button, complete a brief overview of the change that was made, and then save the page.

Submit Tab

1. After clicking the Submit tab, the district will run the consistency check. This process will review the application to make sure that it is complete. This will not check for accuracy or quality of the responses.
2. If the consistency comes back complete, the district will see a button to submit the application to the OPI. Only the AR can submit the application. If someone other than the AR has completed the consistency check, a button will appear to send the application to the AR.
3. If the application does not pass the consistency check, it will list out the pages that need to be corrected.

Grant Summary Tab

This page gives information on how federal funds were broken down by purpose category or object code. Nothing can be entered here.

Application History Tab

This page tells the overall status of the grant and submission dates. Nothing can be entered here.

Page Lock Control Tab

1. After a grant has been submitted, all the pages are locked by the program. If a district decides to make a change or a correction, it must unlock that page or pages. Most all pages can be unlocked across the consolidated application through this feature. However, each federal program has its own page lock control. In those sections, the district can only unlock pages specific to that program.
2. After clicking on the Page Lock Control tab, check the radio button on the top left titled Expand All.
3. This will give the complete list of pages in the application for all programs.
4. Click the radio button Open Page for Editing for any page that needs change.
5. Hit the Save button at the bottom of the page to open the page.
6. The OPI is the only entity that can unlock the Program Selection and Topic Funding pages.

Application Print Tab

1. This button allows the district to print the complete application. The program will only print once an hour on the hour, and the district will have to log back into the system to get it. The complete application is extremely long. **DO NOT USE THIS FEATURE!**
2. To print any page that is needed, look directly under the Program Drop-down box in the upper right-hand corner of the page. There you will see a small, blue link titled Printer-Friendly. Click on this link.
3. When the page loads, hold down Control-P, and follow the printing directions. After printing, go to the upper left-hand corner and click on the Close Printer Friendly Page tab. This will take you back to the application.

Budget Detail Tab (within program applications)

This page will contain detailed budget information on how program grant funds will be spent during the school year.

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1. Expenditure Description and Itemization must include the following:
 - a. 100 Personal Services – Salaries
 1. Add Position Title
 2. Add FTE covered
 - b. 200 Personal Services—Employee Benefits
 1. Add Position Title
 2. Add FTE covered
 - c. 300 Purchased Professional and Technical Services – (If no contract, code as 500)
 1. Add Service date range
 2. Add Specific services provided
 - d. 400 Purchased Property Services
 1. Add Service/rental date range
 2. Add Specific services provided
 - e. 500 Other Purchased Services
 1. Add Specific service provided
 2. Add Date range of service
 3. Add Details of related expense i.e. travel related expenses, per diem, hotel, mileage

4. Add unit cost and number of units for items \$500 or more per unit
 - f. 600 Supplies
 1. Add list of planned supply purchases
 2. Add Unit cost and number of units for items \$500 or more per unit
 - g. 700 Property and Equipment
 1. Add list of property and equipment to be purchased
 2. Add individual unit costs
 - h. 800 Other Expenditures
 1. Add expenditure to be purchased
 2. Add Unit cost and number of units if applicable
2. Remember that set asides that are listed on Targeting Step 4 under the Consolidated Application must show up on the budget pages. (These set asides maybe on the Basic, Schoolwide, or a combination of both budget pages.)
 3. If the district has, and chooses to use its indirect cost rate, that amount is calculated on the lower, left-hand corner of the page. The indirect cost rate amount cannot exceed the maximum amount. The amount that the district wants to use must be placed in the open box (G) Budgeted Indirect Cost Rate on the lower, right-hand corner of the page.
 4. After this page has been calculated and saved, the district must then go back to the Consolidated Application, click on Select Eligible Attendance Areas, go to Targeting Step 4, place the budgeted indirect cost rate amount in the Indirect Cost Rate Box directly about the “ghosted” out Indirect Cost rate amount, and then recalculate the page.

Property and Equipment Tab

1. Should a district purchase any singular item with a cost of \$5,000 or more, this page must be completed. The district will give a description of the item, how many are being purchased, and the unit cost. The page will automatically calculate the total costs.
2. If needed, further clarification can be given in the textbox at the bottom of the page.

Budget Summary Tab

This page just gives an overview of the budgeted items saved on the Budget Detail page. Data cannot be entered on this tab.