

2020 EGRANTS TOUR

AGENDA

1. Main presentation
2. Work on the Consolidated Application
3. Work time-breakout rooms assigned by program-let us know in Chat where you want to go
 - Main room-Title I
 - Breakout Room 1-Title II & V
 - Breakout Room 2-Title III
 - Breakout Room 3-Title IV
 - Breakout Room 4-Carl Perkins



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. Cont.](#)

[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



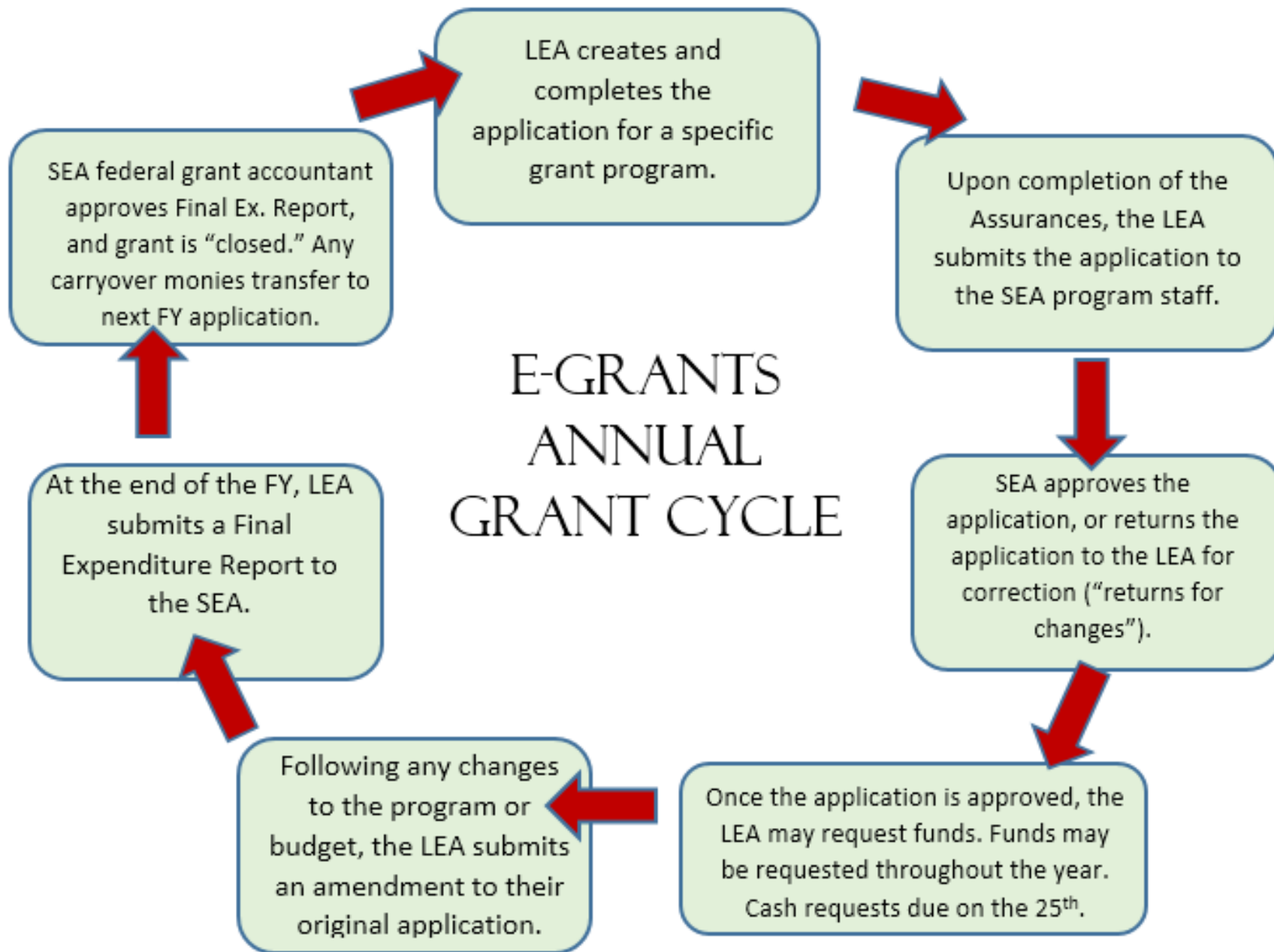
Putting Montana Students First **A+**

- **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



- ACT Plus Writing – GEAR UP
- Adult Education (Formally: Adult Basic Literacy Education (ABLE))
 - Integrated English Language and Civics Education (IELCE)
 - Adult Education Corrections
- Carl Perkins – Secondary
- ESEA/ESSA Consolidated (Formally ESEA/NCLB Consolidated)
 - Title I, Part A - Improving the Academic Achievement of the Disadvantaged (Basic)
 - Title I, Part A - Schoolwide
 - Title II, Part A – Improving Teacher Quality
 - Title III – English Language Acquisition
 - Title IV – Student Support and Academic Enrichment
 - Title VI, Part B, Subpart 2– Rural Low Income
- Gifted and Talented
- IDEA Consolidated
 - Individuals with Disabilities Education Act, Part B (IDEA, Part B)
 - Individuals with Disabilities Education Act Preschool (IDEA Preschool)
- IDEA, Part B – Comprehensive System of Personnel Development (CSPD)
- IDEA, Part D – Multi Tier System of Support (MTSS)
- Indian Education for All
- Preschool Development Grant
- Project AWARE Mental Health Grant
- Title I, School Support
- [Title I, Part C – Migrant Consolidated](#)
- Title I, Part D - Neglected and Delinquent
- Title I, Part D - Correctional Delinquent – State Level Activities
- Title II, Part A – Improving Teacher Quality, State Level Activities
- Title II, Part B – Math, Science, Partnerships
- Title III - English Language Acquisition, Immigrant Grant
- Title IV, Part B - 21st Century Community Learning Centers – Health Enhancement
- Title IX – McKinney-Vento Homeless Education

CURRENT AVAILABLE E-GRANT APPLICATIONS

Helpful Links & Resources. OPI has several User Guides that will help you while using E-Grants:

- **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](#)



E-Grants System

[OPI Home](#)

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

ANNOUNCEMENTS

Authorized Representative Changeovers: New Authorized Representatives (ARs), usually the district superintendent, MUST be set up by the district clerk in the [OPI Contacts System](#) before an E-Grants account can be set up for the new AR. Non-district entities such as special ed co-ops, colleges, and community-based organizations cannot use the OPI Contact System. Send an email to CentralUpdates@mt.gov to update authorized representatives for these entities.

If the district clerk is also new, send an email to CentralUpdates@mt.gov to update the district clerk. When the clerk is set up in Central Updates, request an OPI Contacts account for the new clerk. ([See instructions](#)) When the account is set up, enter data for the authorized representative in OPI Contacts.

New user requests for all users in a district with a new AR cannot process until the AR has an established E-Grants account.

To create a new user account, use the "New User" hyperlink on this E-Grants Logon page. To transfer an existing account to a new district, log onto E-Grants and click Manage User Accounts on the menu list.

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.
- If your role is accurate but you need to change your name or email address, send an email to egrants@mt.gov providing the new name and/or email address. Changes will be completed by OPI staff as soon as possible.

INFORMATION

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](#)

Please email the E-Grants Security Help Desk at egrants@mt.gov with any questions regarding your E-Grants account, user name, or password.

TRAINING

USER GUIDES

- [How to Access Grants in the E-Grants System](#)
- [E-Grants Security User Guide](#)
- [Creating Amendments User Guide](#)

- [Carl Perkins Assistance Videos](#) (approx. 20 minutes each)
- [Perkins Main Sections](#)
- [Perkins Budgets](#)
- [Perkins End-of-Year Reports](#)

ACCOUNT INFORMATION

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.


GENERAL ACCOUNT INFORMATION

More detailed General Account Information can be accessed on the OPI [E-Grants Accounts and Passwords](#) Web page.

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.

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.

LOGON

Username/Email 

Password

[Forgot Password](#)

LOGON

[New User](#) | [Public Access](#)

UPCOMING

June 2018

March 1, 2018 - July 10, 2018

The following new year applications are open for completion:

- ♦♦ 2017-2018 MT Comprehensive Learning Project (MCLP) *Due Date: extended to May 31, 2018*
- ♦♦ 2018-2019 21st Century Community Learning Centers Continuing *preliminary allocations *Due Date: July 10, 2018*
- ♦♦ 2017-2018 ACT Plus Writing Test Administration *Due Date: June 1, 2018*
- ♦♦ 2018-2019 Indian Education for All (Competitive) *Due Date: June 20, 2018*

July 9, 2018

E-Grants Summer Workshop

Helena High School Computer Lab
1300 Billings Avenue, Helena, MT
8:00 a.m. - 2:00 p.m.
Programs: Titles I, II, III and Carl Perkins
No registration - bring your team



NEW USERS

Putting Montana Students First 

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:
- **Turn off Pop-up Blockers.**
- **Saving.** [Click for Instructions](#)
- **Clicking.**
- **Do not use “Back” or “Refresh” buttons.**
- **Copy-paste directly from Word can cause formatting errors.**
- **Do not open more than one application at once unless you are in two different browsers. (Chrome/IE)**

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="checkbox"/>	15-ESEA-00 Original Application			Not Submitted	

2013-2014					
<input type="checkbox"/>	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="checkbox"/>	14-ESEA-00 Amendment 2	06-09-2014		Submitted to SEA	06-09-2014

2013-2014					
<input type="checkbox"/>	14-ESEA-00 Amendment 2	06-09-2014		Returned for Changes	06-09-2014

needed.

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date
2013-2014					
<input type="checkbox"/>	14-ESEA-00 Original Application	09-04-2013	09-06-2013	Final Approved	09-06-2013

Final Approval: Application/Amendment has been Approved by OPI

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.

- **Final Expenditure Reports:**

- Grants Ending June 30th are due August 10th
- Grants Ending September 30th are due November 10th

ADMINISTRATIVE DEADLINES

IMPORTANT TIMELINES

September 15: Egrant Consolidated Applications must be created/opened by this date. **NOTE! The Carl D Perkins Egrant must be completed by this date.**

October 31: Egrant Consolidated Applications must be submitted and 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.

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 must be submitted to the OPI by September 1st.**

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date
2012-2013					
<input type="radio"/>	13-ESEA-00 Amendment 1			Not Submitted	
<input type="radio"/>	13-ESEA-00 Original Application	07-12-2012	07-13-2012	Final Approved	07-13-2012
2011-2012					
<input type="radio"/>	12-ESEA-00 Amendment 2	08-31-2012	09-05-2012	Final Approved	09-05-2012
<input type="radio"/>	12-ESEA-00 Amendment 1	05-15-2012	05-16-2012	Final Approved	05-16-2012
<input type="radio"/>	12-ESEA-00 Original Application	07-13-2011	07-22-2011	Final Approved	07-22-2011

Open Application

Create Amendment

Delete Application/Amendment

Review Summary

Payments

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date
2013-2014					
<input type="radio"/>	14-ESEA-00 Original Application	12-02-2013	01-03-2014	Final Approved	View GAN 01-03-2014

Reasons for Budget Amendments:

Budgeting for carryover.

Change 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

BUDGET AMENDMENTS

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."

- **15% Limitation-waived for SY19-20, 20-21**
- **Excess Funds-on a case by case basis**

Contact:

Whitney Williams, Federal Grant Accountant

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

E-GRANTS PROCESSES

Applicant: 0350 Bozeman Elem

[Click to Return to Menu List / Sign Out](#)

Application Select - IDEA Consolidated

[Click for Instructions](#)

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	Status Date
2013-2014	<input type="radio"/> 14-IDEA-00 Original Application	10-14-2013	10-18-2013	Final Approved	10-18-2013
2012-2013	<input type="radio"/> 13-IDEA-00 Amendment 1			Not Submitted	
	<input type="radio"/> 13-IDEA-00 Original Application	10-26-2012	10-26-2012	Final Approved	10-26-2012
2011-2012	<input type="radio"/> 12-IDEA-00 Original Application	09-16-2011	09-16-2011	Final Approved	09-16-2011
2010-2011					

Click the radio button next to the application to view the GAN for that specific year.

[Open Application](#)

[Review Summary](#)

[Payments](#)

Printed Applications:

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date
2013-2014	<input checked="" type="radio"/> 14-IDEA-00 Original Application	10-14-2013	10-18-2013	Final Approved	10-18-2013
2012-2013	<input type="radio"/> 13-IDEA-00 Amendment 1			Not Submitted	
	<input type="radio"/> 13-IDEA-00 Original Application	10-26-2012	10-26-2012	Final Approved	10-26-2012

GRANT AWARD NOTICES (GANS)

The Montana Office of Public Instruction, Denise Juneau, 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 PO Box 520 Bozeman, MT. 59771- LE#: 0350	OPI PROGRAM CONTACT: Name: Dick Trerise Phone Number: (406) 444-4429 Email address: dtrerise@mt.gov OPI PAYMENT CONTACT: Name: Charlotte McMilin Phone Number: (406) 444-4403 Email address: cmcmilin@mt.gov
PROGRAM TITLE: Individuals with Disabilities Education Act (IDEA), Part B CFDA #: 84.027 STATUTORY AUTHORITY Education for All Disabled Children Act of 1975 as amended by the Individuals with Disabilities Education Improvement Act of 2004, P.L. 108-446	GRANT PERIOD: 07/01/2013 - 06/30/2014 FINAL LIQUIDATION DATE: 07/31/2014 FINAL FUND DRAWDOWN DATE: 08/10/2014
SCHOOL DISTRICT ACCOUNTING CODES: Fund: 15 (Miscellaneous Fund) Revenue Code: 4560 Expenditure Program Code: 456 PROJECT NUMBER: 016 0350 7714	AWARDS & APPROVALS: Original Award \$1,703,007.00 Approved: 10/18/2013 Amendment 1 Approved: Amendment 2 Approved: Amendment 3 Approved: Amendment 4 Approved: Amendment 5 Approved: Amendment 6 Approved: Cumulative Award \$1,703,007.00
TERMS AND CONDITIONS OF AWARD:	

GRANT AWARD NOTICES (GANS)



Applicant: 0236 Anaconda Elem
Application: 2014-2015 ESEA Consolidated - 00
Cycle: Original Application

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

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

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
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ESEA / No Child Left Behind (NCLB) Consolidated Programs

[E-Grants User's Guide - ESEA/NCLB Consolidated Section](#)

Programs: Title I, Part A - Improving the Academic Achievement of the Disadvantaged
Title II, Part A - Improving Teacher Quality
Title III - English Language Acquisition

Title VI Part B, Subpart 2 - Rural and Low-Income School Program

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
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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
- Exit printer friendly-upper, left hand side

MAJOR CHANGES FOR 2020

1. No more planning tool.
2. Budget pages have changed so they are consistent with a cash request page.
3. Significant question changes under Title I-A Basic
4. Many text boxes now have a 500 character minimum.
5. Topic 1, 2, 3, and 6 tabs have been renamed.
6. Title II-added a text box to explain class size reduction.
7. Title IV
 - i. Needs Assessment explanation in application required for districts over \$30k, even if transferring;
 - ii. Budget pages are now done by use of funds categories, with indirects not counted in a category;
 - iii. End of Year Reporting must be completed if you ran a program last year.
8. Revamp of Carl Perkins.

Title IV-B: 21st Century
Title IV-B: 21st Century
Title X: Homeless Education

Discretionary Grant

ACT Plus Writing Test Admin
Gifted & Talented State Grant
IDEA B: CSPD
IDEA D: RTI
Striving Readers
Title I SIG Tier III
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
Title I-D State Level
Title I-D: Neglected & Delinq.

GMS Administration

MTW Security System
Workflow Management Tool

EGrants User Guides

Comprehensive User
Guide

Creating Amendments
User Guide

Payment System User
Guide

As previously stated: **State and Federal Grants Handbook:**

<http://opi.mt.gov/Leadership/Finance-Grants/E-Grants/Montana-State-and-Federal-Grants-Handbook>

RESOURCES

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. 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 under Topic 9 on the budget pages.)
3. Failure to explain the district's methodology on supplement, not supplant on Targeting Served Schools, if necessary.
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 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.
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 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-
 - A. District adopted MTSBA policy 7220P
 - B. District must state its process to demonstrate SNS

TITLE I, PART A SET-ASIDE FOR HOMELESS STUDENTS

- Are 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.
- 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 \(optional\)](#)
- A description of how funds will be spent to support homeless students must be included on the budget pages.
 - 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 2020-2021

ESEA Consolidated Application

- Assurances
 - “The local education agency will comply with section 2103(b)(3)(D) of The ESEA/ESSA Act of 2015 regarding class size reduction and hiring effective teachers.”

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)
 - Question: “Explain why class size reduction is needed and what professional development is the district providing for the newly hired teacher.” (500 minimum)

CHANGES FOR 2020-2021

Title II, Part A Application

- Program Detail Activities Page 2
 - Text box direction – “Describe all checked items in detail including the intended outcome(s) for professional development which must address sustainability.” (500 minimum)
- Resources

Title III: English Language Acquisition

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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

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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.
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:

1. 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.

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

CHANGES FOR 2020-21

ESEA Consolidated Application

Title IV-A Assurances Updated

2. For an LEA or consortium that receives \$30,000 or more, per statute 4106 (d), conduct a Needs Assessment at least once every three years. The Needs Assessment must be conducted prior to the decision to transfer any funds from Title IV-A.

If the Needs Assessment indicates the funds should be used to run a Title IV-A program, use -

- i. Not less than 20 percent of funds to support one or more of the activities authorized under section 4107 pertaining to well-rounded educational opportunities;
- ii. Not less than 20 percent of funds to support one or more activities authorized under section 4108 pertaining to safe and healthy students; and
- iii. Not less than 1 percent of funds to support one or more activities authorized under section 4109(a) pertaining to the effective use of technology, including an assurance that it will not use more than 15 percent of the funds for purchasing technology infrastructure as described in section 4109(b). (ESEA section 4106(e)(2)(C)-(E)).

3. For an LEA or consortium that receives less than \$30,000, use funds in one, two, or three program areas. For all activities under section 4109(a) pertaining to the effective use of technology, an assurance that it will that it will not use more than 15 percent of the funds for purchasing technology infrastructure as described in section 4109(b). (ESEA section 4106(e)(2)(C)-(E)).

CHANGES FOR 2020-21

Title IV-A Application, Budget

- * The budget detail and budget breakdown information are now combined into one tab.
- * All planned expenditures must be identified by allowable “Use of Funds” category: Well-Rounded Education, Safe and Healthy Students, and Effective Use of Technology. Note on change to **Allowable Uses tab** that impacts Budget: Indirects are not counted in a category, they are “set aside” before distributing funds by category.
- * In the description, districts should also identify which funds are being utilized to provide for the private school equitable share.
- * The Cash Requests system and Final Expenditure reporting systems will also be updated to identify actual expenditures by category to match the requirements for federal reporting.

Title IV-A Application, End of Year Reporting

- * This tab is required. Here, you will report on your Title IV-A Program for the 2019-2020 school year, including any changes to your planned program due to Covid-19.

TITLE IV, PART A: STUDENT SUPPORT & ACADEMIC ENRICHMENT

Questions & Answers?

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CARL D. PERKINS E-GRANT

Application Open: Early July 2020

Application Must Be Completed no later than Sept. 15th, 2020

Comprehensive Local Needs Assessment will be uploaded to
NEW E-grant application



ARE YOU PERKINS V READY?

Statewide Vision:

“Montana will implement Career and Technical Education to prepare educated, highly skilled and motivated individuals through pathway transitions and collaborative partnerships to meet workforce needs”.
(Perkins V State Advisory Board 4/2019)

PERKINS ASSISTANCE



ITEMS to cover:

RIGOROUS PATHWAYS ALIGNED TO
MT WORKFORCE

WORK-BASED LEARNING

DUAL ENROLLMENT

COMPREHENSIVE LOCAL NEEDS
ASSESSMENT

DATA-DRIVEN DECISION MAKING

CONTINUED INTEGRATION OF
ACADEMICS & CTE

SIZE, SCOPE & QUALITY DEFINED

Size

- Large districts (Class AA) must offer three (3) Montana Career Pathways (MCP) approved by program specialists
- Medium districts (Class A/B must offer two (2) Montana Career Pathways...
- Small districts (Class C) must offer one (1) Montana Career Pathway...
- School districts may offer additional CTE programs beyond the required number of Pathways. If the program meets the requirements of state guidelines, it is eligible for funding
- Postsecondary degree/career programs approved by the Montana BOR are eligible for Perkins funding

SIZE, SCOPE & QUALITY DEFINED

Scope

Indications of adequate scope include the requirements for a rigorous Montana Career Pathway (program of study), opportunities for dual credit, online CTE courses, work-based learning, career & technical student organization(s), and/or industry recognized credential opportunities.

All Perkins funded programs must be aligned with business & industry as validated by local business advisory committee.

SIZE, SCOPE & QUALITY DEFINED

Quality Programs

Eligible secondary districts have the minimum number of Montana Career Pathways as determined by their district size, and all CTE funded programs must comply with MT guidelines.



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PATHWAY DEFINITION

“A Montana Career Pathway is a sequence of learning experiences that span secondary and postsecondary systems, blend rigorous core academic and career technical instruction, offer focused career guidance and advisement systems, include high-quality work-based learning experiences, and culminate in postsecondary or industry credentials of value”.

EMPLOYABILITY SKILLS

- Attendance and punctuality
- Motivation and Initiative
- Communication
- Teamwork and Collaboration
- Critical Thinking and Problem Solving
- Workplace Policy, Culture and Safety



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WORK-BASED LEARNING



Higher level engagement
National course code definitions
Approved activities
Number of hours
Paperwork
WBL Coordinators
College partner options
Community options

DUAL ENROLLMENT

How do teachers certify to teach CTE and/or academic courses?

How do I find available courses?

When do courses start/end?

Is there a placement test?

What is the current enrollment of DE students in MT?

More info on DE <https://www.mus.edu/DualEnroll/>

COMPREHENSIVE LOCAL NEEDS ASSESSMENT (CLNA)



The CLNA must be completed with stakeholder groups. This is not a new concept as you have all been working with an Advisory Committee for the past 12 years in Perkins IV.

Your school will UPLOAD the CLNA template, Parts A-F into your E-grant this year.

This year's Perkins purchases must be for items/projects that were prioritized in your CLNA.

DATA COLLECTION

Please keep in mind that the CTE concentrator definition has changed.

A concentrator used to be a student who enrolled in 6 semesters, or 3 credits of CTE coursework and you could report students as a “blended concentrator”. We also had broad categories within the CTE teacher’s licensure category: Ag, Bus, FCS, Health, Trades.

NEW definition of a CTE concentrator is a student enrolled in 4 (or more) semesters within the SAME Pathway. Blended concentrators will NOT be allowed as this will need to be reported by one of the 16 approved Pathway areas. www.mus.edu/mcp Scroll to second page when site opens and it shows all 16 areas.

QUESTIONS??

WE WILL DO AN OVERVIEW OF THE
COMPREHENSIVE LOCAL NEEDS ASSESSMENT &
NEW PERKINS V E-GRANT PAGES IN OUR
BREAKOUT ROOM



Q & A:

Please let us know if you have any questions!



WORK TIME



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

THANK YOU!