Montana
Office of Public Instruction

Extended/Expanded Learning Opportunity (ELO) Grant

How-To Setup to Apply/Receive a Grant

Prepare, Prevent, and Respond to COVID-19

ELO Grant Timeline for Afterschool 2023-24

- Funds are allocated in **E-Grants**, drawn down through Cash Requests for allowable expenditures.
  - Cash Requests must be submitted by 25th of each month.
  - Payments will be processed by the 10th of the following month.
- Afterschool 23-24 Funds must be expended between 9/1/2023 – 5/31/2024.
  - Grant portal open: August 2023
  - Grant portal close: When funding is depleted (estimated late September 2023)
  - Grant award notifications: Ongoing until funding is depleted
  - Outcome reporting will be December 2023 and May 2024
  - Grant cycle will end June 2024
    - Cash Requests due no later than May 25, 2024
    - Final Expenditure Reports (FERs) due no later than June 25, 2024

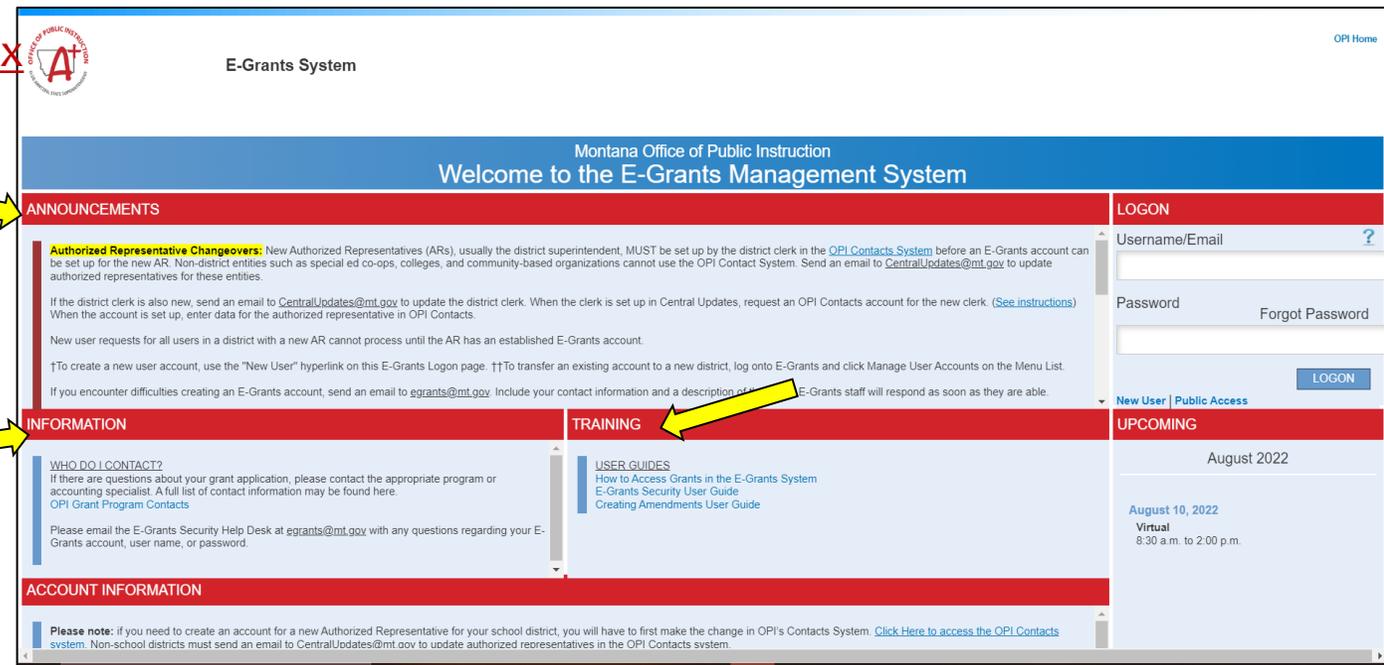# ELO Grant Timeline for Summer 2024

- Funds are allocated in **E-Grants,** drawn down through Cash Requests for allowable expenditures.
  - Cash Requests must be submitted by 25th of each month.
  - Payments will be processed by the 10th of the following month.
- Summer 2024 Funds must be expended between June 1 – August 31, 2024.
  - Grant portal reopen: April 2024
  - Grant portal close: June 14, 2024
  - Grant award notifications ongoing until June 28, 2024
  - Outcome reporting will begin August 2024
  - Grant cycle will end September 2024
    - Cash Requests due no later than August 25, 2024
    - Final Expenditure Reports (FERs) due no later than September 25, 2024

Finding E-Grants

- E-Grants can be accessed on the OPI Website by navigating to:
  - Leadership > Finance & Grants > E-Grants

- The direct link is here:
  https://egrants.opi.mt.gov/opigmsweb/logon.aspx

On the E-Grants Login page, there is helpful information in case you ever need it

First Time Setup in E-Grants

- If you do not already have an E-Grants account, you will need to request access.
- Read the "E-Grants Security User Guide"
  - Pages 16-17 to set up a new LE (Legal Entity)
- Please email Allison Agostino (allison.agostino@mt.gov) immediately after requesting a new LE, so we have documentation and can support you in the process.

First Time Setup – Vendor and UEI Number

opi.mt.gov

After setting up a new LE (Legal Entity) in E-Grants, the below is also required:

- **UEI numbers** are assigned by the federal government, through SAM.gov
    - *The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.*

- The following **forms** must be submitted to OPI:
    - W-9 Form
    - 204 EFT Form

- To submit the forms, use the **Secure File Transfer Service**
    - Link here: https://transfer.mt.gov/Home/Login (you may have to create an account)
    - In the File Transfer, send the files to Julie.Moore@mt.gov

- OPI will notify you once your vendor information has been set up.

Start this process NOW so that your vendor info gets setup in time!

Resources at OPI.MT.GOV

E-Grants Login Page:

https://egrants.opi.mt.gov/opigmsweb/logon.aspx

Thank You!

ESSER/ELO Program Questions

Allison Agostino at allison.agostino@mt.gov or 406-202-7685

Wendi Fawns at wendi.fawns@mt.gov or 406-437-8595

Cash Request Questions

Steven Morgan at steven.morgan@mt.gov or 406-594-9728

A+ **Montana**
Office of Public Instruction
opi.mt.gov **Elsie Arntzen, Superintendent**