



**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 Summer 2023

- Funds are allocated in **E-Grants**, drawn down through Cash Requests for allowable expenditures.
  - Cash Requests must be submitted by 25<sup>th</sup> of each month.
  - Payments will be processed by the 10<sup>th</sup> of the following month.
- Summer 2023 Funds must be expended between June 1 – August 31, 2023.
  - Grant portal reopen: May 2023
  - Grant portal close: June 9, 2023
  - Grant award notifications ongoing until June 16, 2023
  - Outcome reporting will begin September 2023
  - Grant cycle will end September 2023
    - Cash Requests due no later than September 25, 2023
    - Final Expenditure Reports (FERs) due no later than October 25, 2023

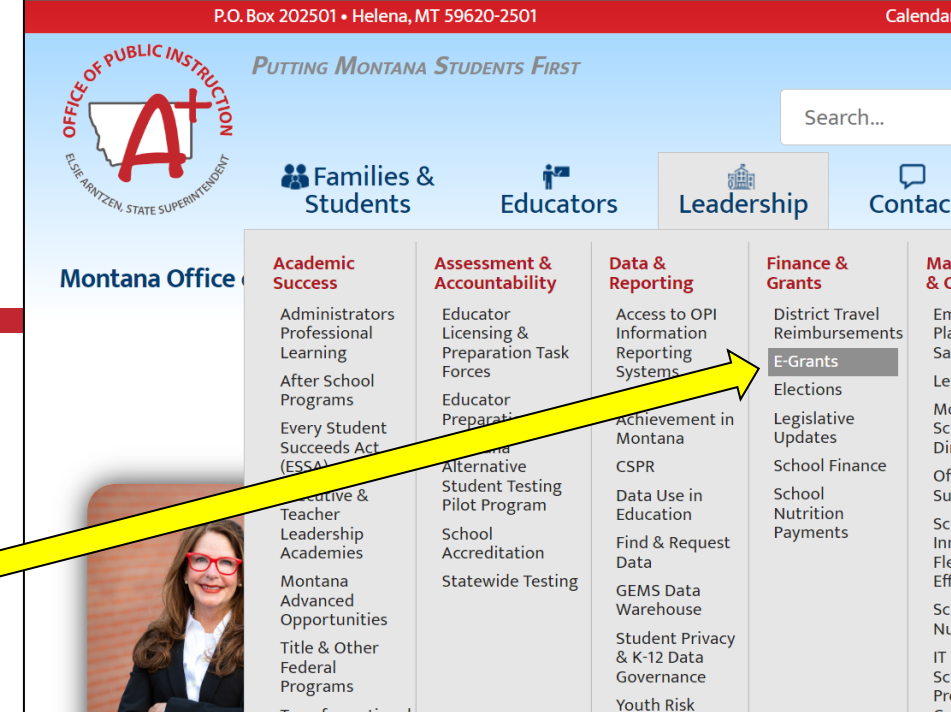


# Finding E-Grants

- 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



**E-Grants System**

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](mailto:CentralUpdates@mt.gov) to update authorized representatives for these entities.

If the district clerk is also new, send an email to [CentralUpdates@mt.gov](mailto: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.

If you encounter difficulties creating an E-Grants account, send an email to [egrants@mt.gov](mailto:egrants@mt.gov). Include your contact information and a description of the problem. E-Grants staff will respond as soon as they are able.

**TRAINING**

**USER GUIDES**

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

**LOGON**

Username/Email

Password  [Forgot Password](#)

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

**UPCOMING**

August 2022

August 10, 2022  
Virtual  
8:30 a.m. to 2:00 p.m.

**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](mailto:CentralUpdates@mt.gov) to update authorized representatives in the OPI Contacts system.



# 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 Rebecca Brown ([rebecca.brown@mt.gov](mailto:rebecca.brown@mt.gov)) immediately after requesting a new LE, so we have documentation and can support you in the process.

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Welcome to the E-Grants Management System

**ANNOUNCEMENTS**

E-GRANTS  
-- Refer to "E-Grants Security User Guide" for more information on new user accounts, removal of users, and role modifications to existing accounts. Descriptions of the available roles are under ACCOUNT INFORMATION below.  
email to [egrants@mt.gov](mailto:egrants@mt.gov) providing the new name and/or email address. Changes will be completed by OPI E-Grants staff as soon as possible.

**LOGON**

Username/Email [?](#)

Password [Forgot Password](#)

[LOGON](#)

[New User | Public Access](#)

**UPCOMING**

April 2023

April 7, 2021 - August 31, 2023

**TRAINING**

**USER GUIDES**

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

**WHO DO I CONTACT?**

If there are questions about your grant application, please contact the appropriate program or accounting specialist. A list of contact information may be found here.  
[OPI Grant Program Contacts](#)


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



# First Time Setup – Vendor and UEI Number

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](https://sam.gov)
  - *The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.*
- The following **forms** must be completed and submitted to OPI Grant Accountant Steve:
  - W-9 Form (email [Steve](#) to receive a copy)
  - 204 EFT (email [Steve](#) to receive a copy)
- 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 [Steven.Morgan@mt.gov](mailto:Steven.Morgan@mt.gov)
- Send an email to [Rebecca](#) to notify that you have submitted your forms.
- 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

ELO Webpage:

<https://opi.mt.gov/COVID-19-Information/ESSER/ESSER-ARP-Summer-Enrichment-Grant-Info>

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PUTTING MONTANA STUDENTS FIRST

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**Montana Office of Public Instruction**

**Welcome to the Office of Public Instruction**

Superintendent Elsie Arntzen is proud to serve our Montana families, students, and teachers. **Families are the foundation of learning as our parents are our first teachers.** Our students are our most precious resource and the future of this great state. As a teacher of 23 years, the Superintendent knows the importance of quality educators in the classroom and is working to ensure Montana teachers have the flexibility needed to put our Montana students first.

The Montana Office of Public Instruction (OPI) is charged with the responsibility of providing technical assistance in:

- School Finance
- School Law
- Teacher Certification and Licensing
- School Accreditation
- Teaching and Learning Standards

The OPI staff administer a number of federally funded programs and provide a variety of information services, including the information systems necessary to assess student achievement and the quality of Montana's elementary and secondary school systems.

- › 2021-2022 Summative
- › 2023 Teacher of the Year
- › Meet the Executive Staff
- › OPI Organizational Chart
- › See OPI Press Releases
- › **ESSER**
- › EANS
- › Broadband
- › Assessment Scores

**OFFICE OF THE SUPERINTENDENT**

E-Grants Login Page:

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

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**Extended/Expanded Learning Opportunity (ELO)**

**General Grant Information: Extended/Expanded Learning Opportunity (ELO)**

As Montana students and families work to recover from the adverse impacts of the COVID-19 pandemic, this grant seeks to support and empower young learners across the state through a coordinated, comprehensive, and consistent community approach. The pandemic has exposed and exacerbated the personal and academic challenges many Montana students face. Helping them overcome those challenges requires not only the efforts of Montana educators within the confines of a school day but also the efforts of student-focused extended and expanded nontraditional education framework. This grant is an opportunity to address students' personal and academic needs, ensure parents and guardians are able to rejoin the workforce, and ultimately continue to strengthen Montana communities. The grant seeks to provide Montana students and families with a:

1. comprehensive, out-of-school time experience that builds upon a student's formal school day instruction to provide additional academic and whole-child wellness support as a result of the COVID-19 pandemic.
2. safe and healthy environment to be during extended and expanded learning time frames that employ practices to prevent COVID exposure to students;
3. deeper connection to their community allowing them to understand the full breadth of supports and opportunities available to them.

**WATCH THE OPI GUIDANCE ON THE ELO GRANT HERE**

[Grant Eligibility & Requirements](#)

[Grant Reporting Requirements](#)

[FAQ and Guidance](#)



# Thank You!

Feel free to reach out for questions or support:

## ESSER/ELO Program Questions

Rebecca Brown at [rebecca.brown@mt.gov](mailto:rebecca.brown@mt.gov) or 406-444-0783

Wendi Fawns at [wendi.fawns@mt.gov](mailto:wendi.fawns@mt.gov) or 406-437-8595

## Cash Request Questions

Steven Morgan at [steven.morgan@mt.gov](mailto:steven.morgan@mt.gov) or 406-594-9728