



**Montana**

**Office of Public Instruction**

ESSER Guidance Sessions – Summer 2023

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

*Prepare, Prevent, and Respond*

Summer 2023

# Speakers

Wendi Fawns, ESSER/EANS Director  
[wendi.fawns@mt.gov](mailto:wendi.fawns@mt.gov) or 406-437-8595

Rebecca Brown, ESSER Program Manager  
[rebecca.brown@mt.gov](mailto:rebecca.brown@mt.gov) or 406-444-0783



# Goals For This Session

- ELO Grant Overview
  - Program Eligibility & Requirements
  - Grant Timeline
  - Funding Availability
- Program Scope Document Overview
- ELO Grant in E-Grants
  - Allocation/Budget Pages will be \$0.00
  - Finding Feedback
  - Error Messages
  - After Being Awarded the Grant...
- Wrap-Up and OPI Resources
- Q&A
- Program Scope Document Instructions





# ELO Grant Overview

- Extended/Expanded Learning Opportunity (ELO) Grant – **ESSER Grant**
  - 3.8M extended day (after school) and 3.8M expanded year ([summer](#))
  - DOE December FAQs document [here](#)
  - Focus on **Literacy** and **Math**
  - One application, two funding sources
- Application in E-Grants:
  - [ESSER Extended Expanded Learning Opportunity](#)
  - Fiscal year 2021 to view
  - Funds through August 31, 2023
  - Final Expenditure Report (FER) due October 25, 2023



# ELO Grant Eligibility & Requirements

- Target student participation qualifies as 40% low-income
- Organization has at least 3-5 years of past programming experience.
- Active partnership in funding, programming, and/or staffing.
- Focus on **Math** and **Literacy** academics
- **Pre/post testing** of students
- Evidence-based service delivery method (activities, events, modes of instruction)
- Goals and objectives connect to content standards (Math, Reading, SEL).
- Demonstrate a connection to the local district(s) ESSER ARP Plans.
- Prior ESSER Afterschool and Summer Enrichment grant awardees:
  - Grant's Final Expenditure Report and Final Grant Data Reports (Google Forms) must be completed prior to the new application submission.



# ELO Grant Eligibility & Requirements

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## **Other Funding Considerations:**

- These funds are intended to enhance and grow Montana's capacity for education services. Grantees are responsible for understanding and adhering to supplement (add to) and/or supplant (take the place of) requirements of their existing funding sources.
- First priority may be given to grantees who do not already receive federal funding grants such as Current 21st Century, ESSER I, II, III, Perkins, etc.

## **Targeted Student Population:**

- The Extended/Expanded Learning Opportunity (ELO) shall provide funding to reach students who lack the type of supports necessary to overcome the personal and academic challenges exacerbated by the COVID-19 pandemic.



# ELO Grant Timeline – Summer 2023 Reopen

- The Office of Public Instruction uses **E-Grants** to manage this grant.
- Grant outcome reporting is required.
  - [Final Expenditure Report](#)
  - Outcome data report
- Funds must be expended between September 2022 and August 2023.
  - Grant portal open: May 5, 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



opi.mt.gov

# ELO Grant Funding Availability

## – Summer 2023

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Allocation amounts are \$25,000 for Summer 2023 timeframe:

- Summer 2023 Timeframe: June 1 – August 31, 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.



# ELO Grant Program Scope

- The **Program Scope** document is a required component of the ELO grant application.
- There are step-by-step instructions within each section.
- Download and complete the Scope **before filling out your E-Grants application.**
- Answers may be copy/pasted into E-Grants.
- Editable word document is available by request – email [rebecca.brown@mt.gov](mailto:rebecca.brown@mt.gov)

File uploaded must be named: OrganizationName-LE-ProgramName-ELO Scope SUMMER23.pdf

File MUST be uploaded to E-Grants as a PDF (not Word, Google Docs, Image, etc)

School/Organization Name(s)	
School/Organization LE #	
Primary Contact Name & Title <small>Who is the person who will be processing the grant requests for cash, providing data for required reports, and managing the programming effort? (If this is multiple different people, please list each with Name/Title) In E-Grants this person is referred to as the Authorized Representative</small>	
Primary Contact Phone #(s)	
Primary Contact Email(s)	

Project/Program Name <small>What are you calling your program or project?</small>	SUMMER 2023 Program Name: _____
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Organization Mission/Philosophy <small>Include your organization's mission and educational philosophy.</small>	
Program Description <small>Describe what problem is being addressed, and your programming effort is to solve this problem. This is a high-level narrative (not list) description. It should include general student demographics, budget, staff qualifications, programming, partnership efforts, etc.</small>	
Program History <small>Summarize the previous program experience and years in service.</small>	
Budgets and Funding Sources <small>Total budget for the programming effort should be provided by several sources. In this section provide the total amount for the program and at least 3 specific areas the grant funds will be applied to. What are the big categories the funds will be used for?</small>	Total SUMMER 2023 Program Budget: \$ ____ <ul style="list-style-type: none"> <li>• Staffing (salaries &amp; benefits): \$ ____</li> <li>• Professional Development: \$ ____</li> <li>• Curriculum: \$ ____</li> <li>• Supplies: \$ ____</li> <li>• [Other budget categories]: \$ ____</li> </ul> SUMMER 2023 Program Funding Sources: <ul style="list-style-type: none"> <li>• ESSER ELO Summer '23 Grant: \$25,000 pos               <ul style="list-style-type: none"> <li>o Specific budget categories funded by</li> </ul> </li> <li>• [Other funding sources]: \$ ____ = ____ % of bud</li> </ul>
Program Timelines <small>Start and end dates, days/week, times programming is offered. <i>Reminder: The maximum timeline for this grant is Fall '23, Spring '24, and Summer '24 (September 1, 2023 – August 31, 2024)</i></small>	SUMMER 2023 Program Date range: ____ <ul style="list-style-type: none"> <li>• Days/week: ____</li> <li>• Times: ____</li> </ul>
SMART Goals/Objectives <ul style="list-style-type: none"><li>• Specific,</li><li>• Measurable (how do you know objectives are met),</li></ul>	SUMMER Program Goal 1: ____ <ul style="list-style-type: none"> <li>• Evidence-Based Strategy 1: ____</li> </ul> SUMMER Program Goal 2: ____ <ul style="list-style-type: none"> <li>• Evidence-Based Strategy 2: ____</li> </ul>

<ul style="list-style-type: none"> <li>• Ambitious (but achievable),</li> <li>• Realistic,</li> <li>• Timely (when will goal be achieved).</li> </ul> List at least 3 specific program goals/objectives as a result of this grant and programming effort. Goals must connect to content standards in Reading and/or Math. Please also include specific evidence-based practices/strategies used to meet those goals.	SUMMER Program Goal 3: ____ <ul style="list-style-type: none"> <li>• Evidence-Based Strategy 3: ____</li> </ul>
<b>Student Gains</b> <small>List at least 3 specific student gains as a result of this grant and programming effort. Please also relate the need for the grant funding and the student gains to covid (prepare, prevent, respond).</small>	Student Gain 1: ____ Student Gain 2: ____ Student Gain 3: ____
<b>School Partnerships</b> <small>How is this program partnering with local school district(s) to support the goals in their school plans? See link for district plans here: <a href="https://opi.mt.gov/COVID-19-Information/ESSER/10664912075-esser-state-and-district-plan">https://opi.mt.gov/COVID-19-Information/ESSER/10664912075-esser-state-and-district-plan</a></small>	Local School District Name(s): ____ Link(s) to School Plan(s): ____ Specific School Plan goals supported by this program: ____
<b>Partnerships</b> <small>What other organizations are helping in the programming, financing, and/or staffing of the program effort?</small>	
<b>Pre/post testing</b> <small>Describe how you will conduct pre and post-testing to measure gains in Math and/or Reading. How else will you measure the outcomes achieved from your SMART goals? NOTE that STAR, MAP, and other standardized tests do not qualify as pre/post tests specific to this programming effort.</small>	
<b>Anticipated Participation &amp; Demographics</b> <small>Please describe the anticipated student population served by your program(s). Please include grade levels, number of students, geographic area, and at-risk status (low income, learning disabilities, first generation, single-parent, etc.) Feel free to include any other demographic details you feel are relevant. Which methods are you using to determine this data?</small>	Geographic Area(s) Served: ____ SUMMER 2023 Program: <ul style="list-style-type: none"> <li>• Anticipated # of students: ____</li> <li>• Anticipated # of students who will attend at least 51% of time offered: ____</li> <li>• Anticipated # of students who are low-income qualifying: ____</li> <li>• Anticipated Grade Levels served: ____</li> <li>• Anticipated At-Risk Statuses: ____</li> </ul>
<b>Reducing Barriers to Participation</b> <small>How will you ensure financial and transportation barriers to participation will be addressed? How will students get to/from your</small>	Financial considerations: ____ Transportation considerations: ____ Other considerations: ____



# ELO Grant Program Scope – File Name & Heading

At the top of the Program Scope, notice the NAME of the file.

- Rename your file to match this naming convention.

Please fill in the most up-to-date contact information for your organization.

**File uploaded must be named: OrganizationName-LE-ProgramName-ELO Scope SUMMER23.pdf**

**File MUST be uploaded to E-Grants as a PDF (not Word, Google Docs, Image, etc)**

<b>School/Organization Name(s)</b>	
<b>School/Organization LE #</b>	
<b>Primary Contact Name &amp; Title</b> Who is the person who will be processing the grant requests for cash, providing data for required reports, and managing the programming effort? (If this is multiple different people, please list each with Name/Title) In E-Grants this person is referred to as the Authorized Representative.	
<b>Primary Contact Phone #(s)</b>	
<b>Primary Contact Email(s)</b>	

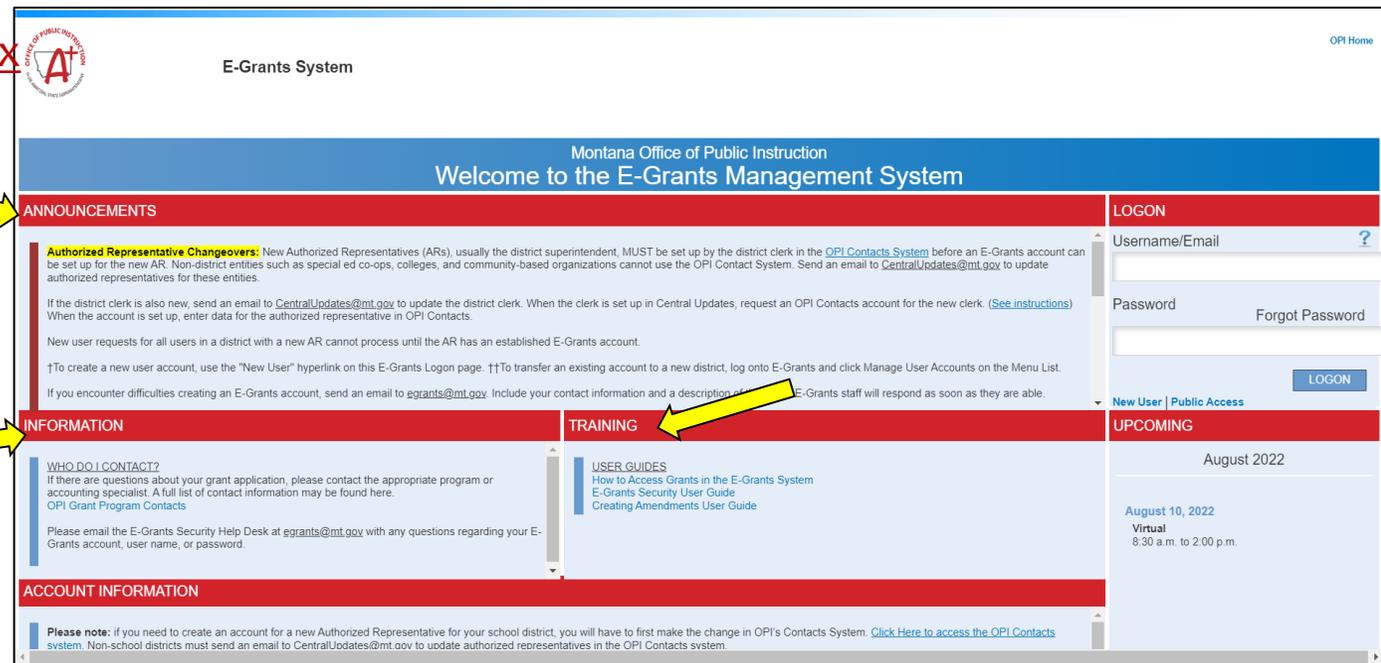
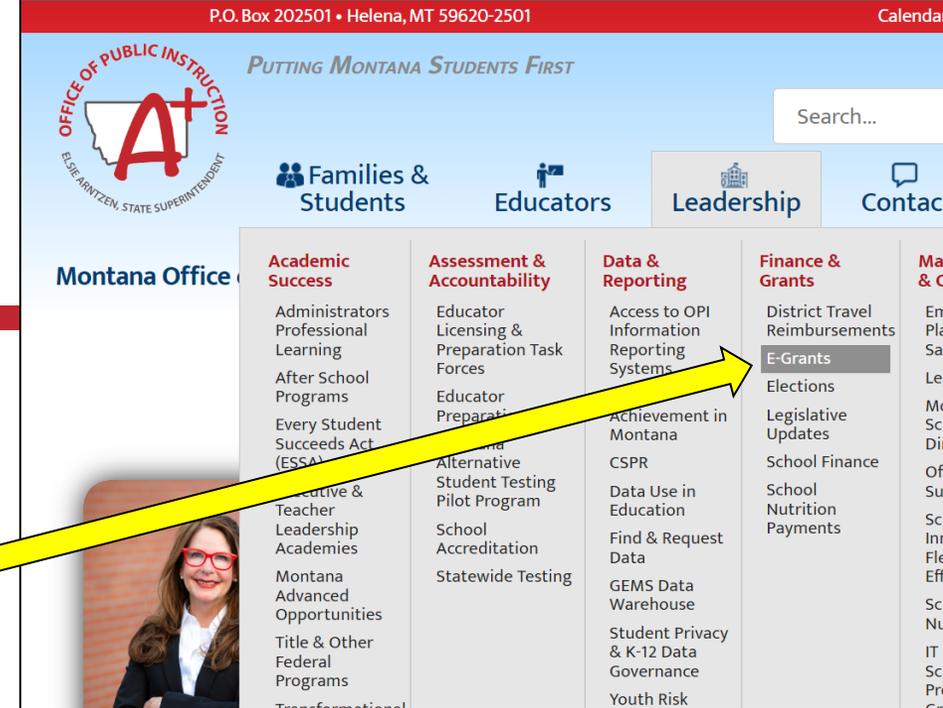


# ELO Grant in E-Grants

- 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 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.

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

**ANNOUNCEMENTS**

E-GRANTS  
-- Refer to "TRAINING" section for guidance on how to view and create applications, program reports and intents to apply.  
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.

**LOGON**

Username/Email 

Password [Forgot Password](#)

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

**INFORMATION**

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](#)

**TRAINING**

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

**UPCOMING**

April 2023

April 7, 2021 - August 31, 2023

**Callout:** Start this process NOW so that your account gets setup in time!

**Arrows:** A yellow arrow points from the 'New User | Public Access' link to the 'E-Grants Security User Guide' link in the TRAINING section. Another yellow arrow points from the 'E-Grants Security User Guide' link to the 'E-Grants Security User Guide' link in the TRAINING section.



# 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](mailto:Steve) to receive a copy)
  - 204 EFT (email [Steve](mailto: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](mailto: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!



# Finding the ELO Grant

- Fiscal Year 2021 (2020-21)
- Scroll all the way to the bottom of the page.
- Look under “Available” heading.
- Grant Name:
  - ESSER Extended Expanded Learning Opportunity

To start your Application, select the “Create” button to the right of the application.



E-Grants Access Select

0044 Turner Elem

Select Fiscal Year: 2021

Formula Grant

Application Name
IDEA Consolidated Application
ESEA Consolidated Application
ESSER Consolidated
ESSER III Consolidated
▶ ARP Afterschool Program Grant

Discretionary Grant

Competitive Grant

Application Name
Indian Education for All Competitive Application

Intent to Apply

Program Reports

Form Name
Title IV-A SSAE Program Report

▶ Available

Formula Grant

▶ ARP Afterschool Program Grant
ARP II Homeless Children Yth
ESSER Extended Expanded Learning Opportunity

Discretionary Grant



# ELO Grant in E-Grants

After you click “Create,” the grant application will open, and will look like this.

**OFFICE OF PUBLIC INSTRUCTION**  
MONTANA STATE DEPARTMENT OF EDUCATION

**E-Grants System** OPI Home

**Applicant:** 0768 Lambert Elem **Click dropdown to access program specific pages:**

**Application Cycle:** 2020-2021 ESSERContSpecialELO - 00-Original Application **School Year:** 1/1/2021 - 11/10/2023 [Printer-Friendly](#)  
[Click to Return to eGrants Access/Select Page](#)  
[Click to Return to Menu List / Sign Out](#)

**Navigation Tabs:** ESSER ELO | CONTACT INFORMATION | ALLOCATIONS | PROGRAM DETAIL | ASSURANCES | AMENDMENT DESCRIPTION | SUBMIT | APPLICATION HISTORY | PAGE\_LOCK CONTROL | APPLICATION PRINT

**Sub-Menu:** OVERVIEW | GRANT INFORMATION AND REQUIREMENTS

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**Overview**

**Note:** This grant is made possible through Federal ESSER funds originated in the American Rescue Plan (ARP). The grant is a three-year grant that is renewed annually and adjusted to reflect actual grant usage and impact. The state will be utilizing its E-Grants application to manage grant submission and processing. This grant has budgets for Afterschool (Expanded School Day) and Summer Enrichment (Extended School Year). Grant outcome reporting is required. Funds must be expended between September 2022 and August 2023 and must match programming time periods.

OPI Help is available by emailing organization name, LE number, phone, and question to [Wendi.Fawns@mt.gov](mailto:Wendi.Fawns@mt.gov) or [Rebecca.Brown@mt.gov](mailto:Rebecca.Brown@mt.gov).

**Program:** Montana ESSER Subgrant

**General Grant**



# E-Grants Application – ESSER ELO Tab

The first tab is “ESSER ELO” and has 2 subtabs:

1. OVERVIEW

- a. Contains general grant information, timeline, and helpful links.
- b. Read this page thoroughly before beginning your application!

2. GRANT INFORMATION AND REQUIREMENTS

- a. Contains grant eligibility criteria, program/application requirements, and helpful links.
- b. Read this page thoroughly before beginning your application!





# E-Grants Application – Contact Info Tab

OVERVIEW

CONTACT INFORMATION

ALLOCATIONS

P

The “Contact Information” tab must be fully completed with up-to-date information so that OPI staff can contact you with questions about your application.

- The grey boxes are automatically filled in from the **OPI Contacts** database. If you represent an organization which is not a school/district, these boxes will be empty.
- If the grey boxes are empty or incorrect, select the box that says “Click here to update xx Contact Information” which will allow you to create a new contact at the bottom of the page.
- **Alternate Contact:** You must enter up to 5 email addresses for individuals who can be contacted if the Authorized Representative is unavailable.

\* Denotes required field

Unique Entity Identifier (UEI) Number \*

School District in which Grantee program occurs \*

Nonprofit Number or School District LE Number \*

Authorized Representative: (  school year)

Last Name

Phone    ext.

Email

[Click here to update Authorized Representative Contact Information at the bottom of the page.](#)

District Clerk/Business Manager: (  school year)

Last Name

Phone    ext.

Email

[Click here to update District Clerk/Business Manager Contact Information at the bottom of the page.](#)

#### Alternate Contact Approval/Disapproval E-mail Notification

The current district/organization authorized representative will receive a notification when this application/amendment receives.

Required: Enter at least one e-mail address (maximum 5) for the district clerk, program contact, assistant superintendent

\*

ADD ADDITIONAL EMAIL ADDRESS



# E-Grants Application – Contact Info Tab

The first 3 boxes are asking for identifying information for your organization:

- Unique Entity Identifier (UEI) Number
  - UEI numbers are assigned by the federal government, through SAM.gov (<https://sam.gov/content/duns-uei>)
  - The UEI is a 12-character alphanumeric ID
- School District(s) where program occurs
  - Name the local district(s) your program is located within
- Nonprofit (tax ID) Number
  - This is a 9-digit number in the form XX-XXXXXXX or XXXXXXXXX provided to the IRS.

\* Denotes required field

Unique Entity Identifier (UEI) Number \*

School District in which Grantee program occurs \*

Nonprofit Number or School District LE Number \*

Authorized Representative: (  school year)

Last Name

Phone    ext.

Email

[Click here to update Authorized Representative Contact Information at the bottom of the page.](#)

District Clerk/Business Manager: (  school year)

Last Name

Phone    ext.

Email

[Click here to update District Clerk/Business Manager Contact Information at the bottom of the page.](#)

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Alternate Contact Approval/Disapproval E-mail Notification

The current district/organization authorized representative will receive a notification when this application/amendment receives.

Required: Enter at least one e-mail address (maximum 5) for the district clerk, program contact, assistant superintendent

\*

[ADD ADDITIONAL EMAIL ADDRESS](#)



# E-Grants Application – Allocations Tab

The “Allocations” tab shows the \$ amount your organization has been allocated.

When initially creating the application, **your Allocation will be \$0.00** – DO NOT PANIC.

Allocations will be uploaded **after** you are awarded the grant.

No edits can be made on this page.

	ESSERAfterSchool	ESSERSummer
<b>Current Year Funds</b>		
Allocation	\$0	\$0
ReAllocated (+)	\$0	\$0
Released (-)	\$0	\$0
<b>Total Current Year Funds</b>	<b>\$0</b>	<b>\$0</b>
<b>Prior Year(s) Funds</b>		
Carryover (+)	\$0	\$0
ReAllocated (+)	\$0	\$0
<b>Total Prior Year(s) Funds</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub Total</b>	<b>\$0</b>	<b>\$0</b>
<b>Multi-District</b>		
Transfer In (+)	\$0	\$0
Transfer Out (-)	\$0	\$0
Administrative Agent		
<b>Adjusted Sub Total</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Available for Budgeting</b>	<b>\$0</b>	<b>\$0</b>



# E-Grants Application – Program Detail Tab

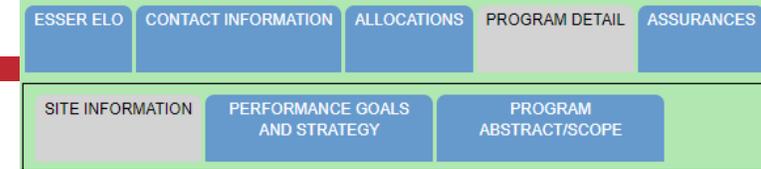
The “Program Detail” tab has 3 subtabs:

1. SITE INFORMATION
2. PERFORMANCE GOALS AND STRATEGY
3. PROGRAM ABSTRACT/SCOPE





# E-Grants Application – Program Detail Tab



SITE INFORMATION Subtab contains:

- Student numbers & demographics (fill-in)
- Data on low-income qualifiers (check boxes and/or fill-in)
- General uses of grant funds (check boxes and/or fill-in)

When complete, remember to **SAVE PAGE** at the bottom of the screen!

(You might have to scroll down)





# E-Grants Application – Program Detail Tab



## PERFORMANCE GOALS AND STRATEGY Subtab:

- Alignment with local school district(s) ESSER ARP Plan.
- SMART Objectives:
  - **S**pecific, **M**easurable, **A**mbitious but Achievable, **R**ealistic, **T**imely.
- Math and Reading standards and evidence-based practices.
- Organization’s approaches to reaching objectives.

When complete, remember to **SAVE PAGE** at the bottom of the screen!

(You might have to scroll down)



**SAVE PAGE**



# E-Grants Application – Program Detail Tab



## PROGRAM ABSTRACT/SCOPE Subtab:

- Upload Scope document as a **pdf file** with **correct file name**.
- Abstract (500-word program summary)
- Program Evaluation
- Professional Development
- Timeline
- Evidence-Based Instruction & Intervention
- Program Operations
- Transportation and Financial Barriers to Student Participation
- Safety/Wellbeing Procedures

Most of this information can be copy-and-pasted from your Scope document

When complete, remember to **SAVE PAGE** at the bottom of the screen!  
(You might have to scroll down)

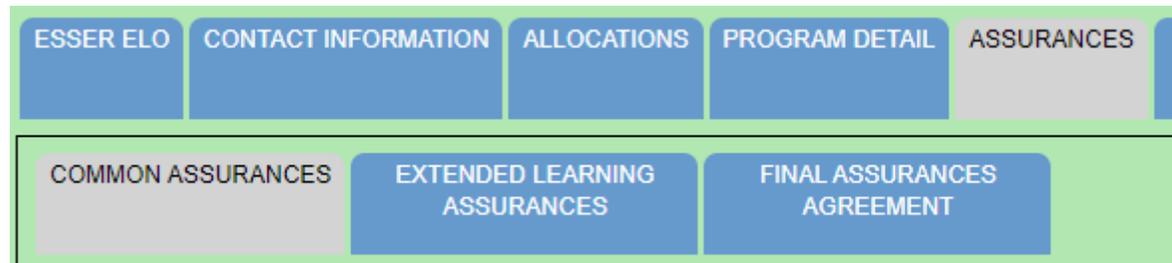




# E-Grants Application – Assurances Tab

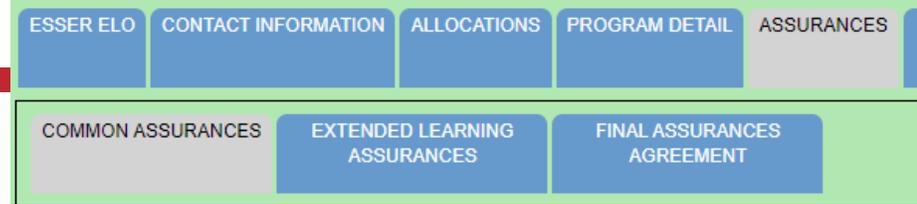
The “Assurances” tab has 3 subtabs:

1. COMMON ASSURANCES
2. EXTENDED LEARNING ASSURANCES
3. FINAL ASSURANCES AGREEMENT





# E-Grants Application – Assurances Tab



## COMMON ASSURANCES

- This page consolidates common assurances required by federal law that apply to ALL federal programs, not just the ELO grant.
- There may be some assurances on this page which may not apply to your program.
- You are still required to read, understand, and agree to ALL assurances on this page.

Common Assurances for Federal Programs

[Click for Instructions](#)

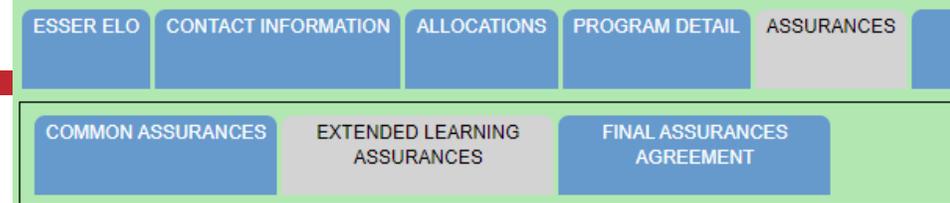
By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below, as applicable to the program(s) for which funding is requested.

- Check the box at the top of the page, scroll down, and “SAVE PAGE”.

SAVE PAGE



# E-Grants Application – Assurances Tab



## EXTENDED LEARNING ASSURANCES

- This page contains assurances which are related to the ELO grant and the ARP ESSER funds (which established funding for the ELO grant).
- There may be some assurances on this page which may not apply to your program.
- You are still required to read, understand, and agree to ALL assurances on this page.

Extended Learning Assurances

[Click for Instructions](#)

By checking this check box and clicking the 'LEA Agrees' button at the bottom of this page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below, as applicable to the program for which funding is requested.

- Check the box at the top of the page, scroll down, and “SAVE PAGE”.





# E-Grants Application – Assurances Tab

## FINAL ASSURANCES AGREEMENT

- After you check the boxes on the previous Assurances pages, the boxes will automatically fill in on this page.
- Ensure both boxes are checked, and the date box is filled in.
- Select “Legal Entity Agrees”

The screenshot displays the 'ASSURANCES' tab in the application interface. The 'FINAL ASSURANCES AGREEMENT' sub-tab is active. The page contains a 'Final Assurances' section with a link for instructions, a certification statement, a note about checkboxes, and two checkboxes: 'Common Assurances' (checked) and 'Extended Learning' (unchecked). A date input field is present for the agreement date, and a 'LEGAL ENTITY AGREES' button is located at the bottom right.

Final Assurances

[Click for Instructions](#)

The authorized representative of the applicant certifies that he or she has read, understood and will comply with all of the provisions of the following assurances.  
NOTE:

These checkboxes will be automatically filled in as each of the separate certifications/assurances are read and completed.

Common Assurances  
 Extended Learning

The assurances were fully agreed to on this date:

**LEGAL ENTITY AGREES**



# E-Grants Application – Amendment Description Tab

When you initially fill out the ELO Grant application, there is no need for an Amendment, so you will get a message which says “This page is not applicable to the Original Application”

ESSER ELO	CONTACT INFORMATION	ALLOCATIONS	PROGRAM DETAIL	ASSURANCES	AMENDMENT DESCRIPTION	SUBMIT	APPLICATION HISTORY	PAGE_LOCK CONTROL	APPLICATION PRINT
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Amendment Description

This page is not applicable to the Original Application

If absolutely necessary, this page can be used to **Amend** your grant application later in the grant cycle, after your grant has been awarded.

- OPI guidance on Amendments can be viewed here: <https://youtu.be/ShOlw9eLo2Q>



# Budget Pages in the ELO Grant

ESSER Consolidated Special ELO is a **consolidated** grant application.

- There is a different Budget Page for each Program
  - After School (**this funding timeline has passed, so you will not use this page**)
  - Summer
- In the top right-hand side of the application page, there is a drop-down menu where you can find your different budget pages

Click dropdown to access program specific pages:

ESSER Extended Expanded Learning Opportunity

ESSER Extended Expanded Learning Opportunity

ESSER Extended ELO After School

ESSER Extended ELO Summer

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



# Budget Pages show \$0.00

When you initially fill out the E-Grants application, the Allocation tab and the Budget Pages will show \$0.00

- OPI will not allocate funds until after the grant application is approved.

BUDGET DETAIL	BUDGET SUMMARY	PAGE_LOCK CONTROL							
<b>Budget Detail</b> BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., \$2536)									
<a href="#">Click for Instructions</a>									
<b>This application has been submitted. You will not be able to make changes until the application is returned to the district.</b>									
<a href="#">Description of Purpose Categories and Object Codes</a>									
Note: This Budget Summary displays to aid in creating and editing the Request and will not display once the Request is submitted to the SEA.									
<b>Paid to Date Amounts</b>	100 Personal Service-Salaries	200 Employee Benefits	300 Purchased Professional and Technical	400 Purchased Property Services	500 Other Purchased Services	600 Supplies	700 Property & Equipment	800 Other Objects	Indirect Cost
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Current Budgeted Amounts by Object Code</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>When budgeting for salaries please budget approximately 20% of salaries for benefits.</i>									
Object Code	Purpose Category	Expenditure Description and Itemization					ESSERAfterSchool Funds	Delete Row	
		<input type="text"/>					<input type="text" value="0"/>	<input type="checkbox"/>	



# Budget Pages show \$0.00

You must create your Budget within the **Scope Document** for the initial application.

- Use the same Object Codes / Purpose Categories / Use of Funds as in E-Grants
  - This will make it simple to copy-and-paste into E-Grants after you receive your allocation.
  - Description of Object Codes:

<https://egrants.opi.mt.gov/OPIGMSWeb/PageRefDocs/General//DescriptionofPurposeCategoriesandObjectCodes.pdf>

**Budgets and Funding Sources**  
Total budget for the programming effort should be provided by several sources.  
In this section provide the **total amount** for the program and at least **3 specific areas** the grant funds will be applied to. What are the **big categories** the funds will be used for?

Total SUMMER 2023 Program Budget: \$\_\_

- Staffing (salaries & benefits): \$\_\_
- Professional Development: \$\_\_
- Curriculum: \$\_\_
- Supplies: \$\_\_
- [Other budget categories]: \$\_\_

SUMMER 2023 Program Funding Sources:

- ESSER ELO Summer '23 Grant: \$25,000 possible = \_\_% of budget
  - Specific budget categories funded by this grant? \_\_
- [Other funding sources]: \$\_\_ = \_\_% of budget

## Object Codes

- 100 Personal Service Salaries – Salaries
- 200 Employee Benefits – Benefits
- 300 Purchased Professional and Technical Services – Contracted services for administrative, professional, educational, technical, and cooperative services.
- 400 Purchased Property Services – Utilities, building usage charges, repairs and maintenance services, rent, minor construction.
- 500 Other Purchased Services – Student travel, employee travel, professional development, registrations, communications, printing.
- 600 Supplies – Instructional supplies and materials, textbooks, library materials software, minor equipment

## E-Grants Obj. Codes

**Scope  
Document**



# E-Grants Application – Submit Tab

AMENDMENT  
DESCRIPTION

SUBMIT

APPLICATION HISTORY

PAGE\_L

To submit the application:

## 1. Run the Consistency Check

- a. If there are any Errors, they must be corrected before you can submit.
- b. Run another Consistency Check after correcting errors.

## 2. Submit the application

- a. If person submitting is a Clerk or Business Manager, the application will be sent to the Authorized Representative to review.
- b. Authorized Representative will submit to OPI.

The Consistency Check must be successfully processed before the application can be submitted to the OPI.  
The Authorized Representative must review and approve Assurances before submitting the application to the OPI.

CONSISTENCY CHECK

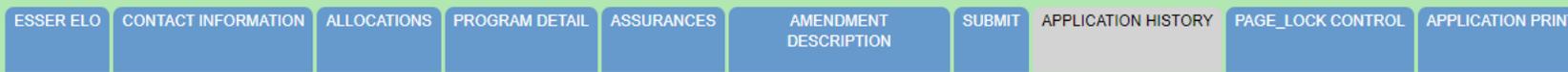
LOCK APPLICATION

UNLOCK APPLICATION



# E-Grants Application – Application History Tab

When you initially fill out the ELO Grant application, there is no History to review, so you will get a message which says “This Application has not been submitted”

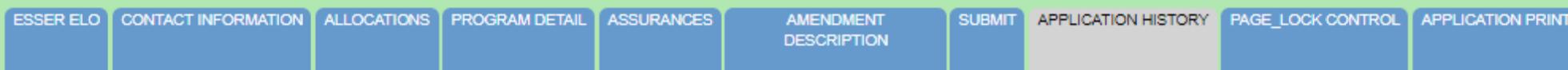


Application History (Read Only)

[Click for Instructions](#)

This Application has not been submitted

After your application has been submitted, you will be able to see the History of every time the application status changed – after each Consistency check and review step.



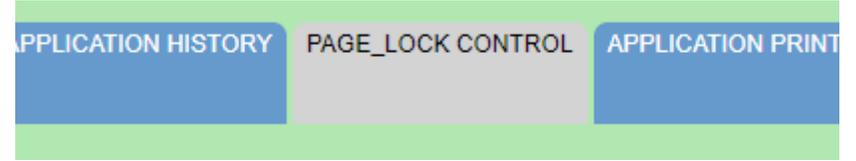
Application History (Read Only)

[Click for Instructions](#)

Status Change	UserId	Action Date
Final Application Review	Rebecca Brown (Rebecca Brown)	12-21-2022 10:08 AM
Submitted to SEA	ROBERT WATSON (399651974521704)	12-21-2022 10:06 AM
Consistency Check	ROBERT WATSON (399651974521704)	12-21-2022 10:06 AM



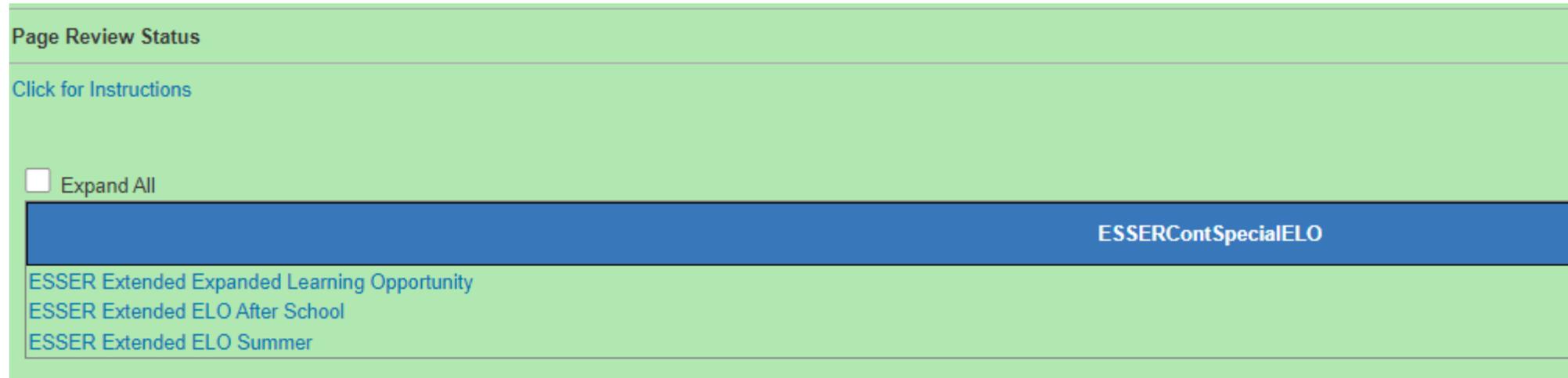
# E-Grants Application – Page\_Lock Control Tab



When initially completing the application, all pages will be unlocked.

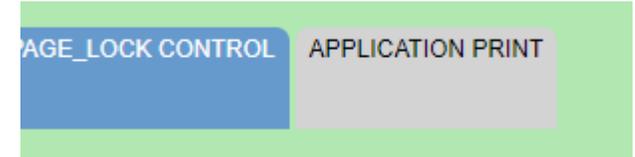
After running a Consistency Check or submitting an application for OPI review, pages will be locked to prevent accidental changes.

- To unlock pages, select “Expand All” then choose “Select All”.
- Scroll down and “SAVE PAGE” 
- After saving, all pages will be unlocked, and you can make changes as needed.





# E-Grants Application – Application Print Tab



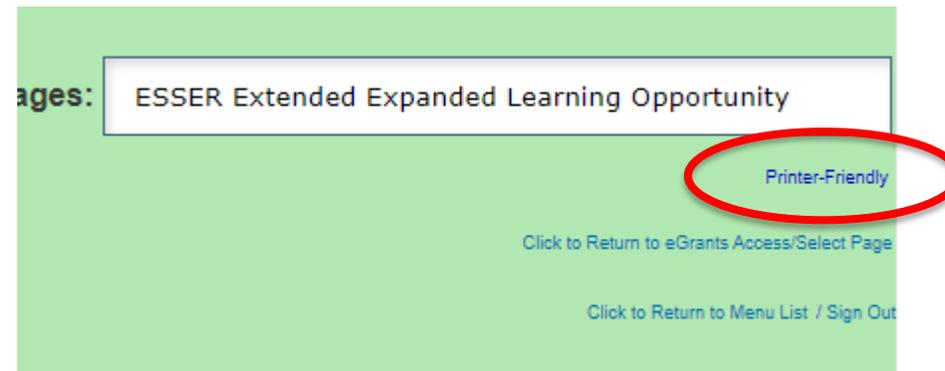
- Select which pages you want to print (check the box next to each page).
- Click “Request Print” button at bottom of the page.
- You will receive an email documenting your request.
- Print will be ready at the top of the hour.



The screenshot shows the 'APPLICATION PRINT' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'Selectable Application Print' with a link 'Click for Instructions'. Underneath, there is a section titled 'Request Print Job' containing three rows, each with a checkbox and a label: 'ESSER Extended Expanded Learning Opportunity', 'ESSER Extended ELO After School', and 'ESSER Extended ELO Summer'. At the bottom of this section is a blue button labeled 'REQUEST PRINT', which is circled in red. Below this section are two more sections: 'Requested Print Jobs' and 'Completed Print Jobs'.

# E-Grants Application – Printing

- To print a single page instead of the whole application:
  - Navigate to the page/tab you want to print
  - Click “Printer Friendly” in top-right corner
  - Press Ctrl+P on your keyboard to print the page





# Where is My Application in the Workflow?

These are **Status** options you may see when in the **E-Grants Access Select** page:

- **Not Submitted** – you haven't submitted it yet
- **Submitted for Local Review** – Application has been submitted to AR
- **Submitted to OPI** – OPI is reviewing
- **Final Approved** – OPI has approved and returned
- **Returned for Changes** – OPI has returned for you to edit and resubmit

Application Name	Revision	Status	
IDEA Consolidated Application	Original Application	Final Approved	9/3/2020
ESEA Consolidated Application	Original Application	Submitted for Local Review	8/2/2022
ESSER Consolidated	Amendment 1	Not Submitted	
ESSER Consolidated	Amendment 1	Submitted To OPI	7/26/2022
ESSER III Consolidated	Original Application	Returned for Changes	9/10/2021



# Application – Finding the Feedback

## How do you see the Feedback on your Application once it's returned?

- From the “E-Grants Access Select” page, select “Review Summary” next to your desired grant.

You can view "Turning Off Popup Blockers.pdf" [HERE](#) or [HERE](#)

Select Fiscal Year:

2021

Created	Application Name	Revision	Status	Date	Actions	
	IDEA Consolidated Application	Original Application	Final Approved	9/22/2020	OPEN	PAYMENTS REVIEW SUMMARY
	ESEA Consolidated Application	Amendment 1	Final Approved <small>View GAN</small>	6/2/2021	OPEN	PAYMENTS REVIEW SUMMARY
	ESSER Consolidated	Amendment 2	Submitted for Local Review	1/9/2023	OPEN	PAYMENTS REVIEW SUMMARY
	ESSER III Consolidated	Amendment 1	Submitted for Local Review	1/9/2023	OPEN	PAYMENTS REVIEW SUMMARY
	ARP II Homeless Children and Youth Grant	Original Application	Not Submitted		OPEN	Payments REVIEW SUMMARY
	APP Afterschool Program Grant					

# Application – Finding the Feedback

## How do you see the Feedback on your Application once it's returned?

- In the “Review Summary” page, select the circle next to the SEA Review
- Then select the blue “Review Checklist” button below
- E-Grants will open a **second tab** in your browser – this only works if your pop-up blocker is turned off
- Within the “Review Checklist” page that opens, you will be able to see OPI comments in the text box

You can view "Turning Off Popup Blockers.pdf" [HERE](#) or [HERE](#)

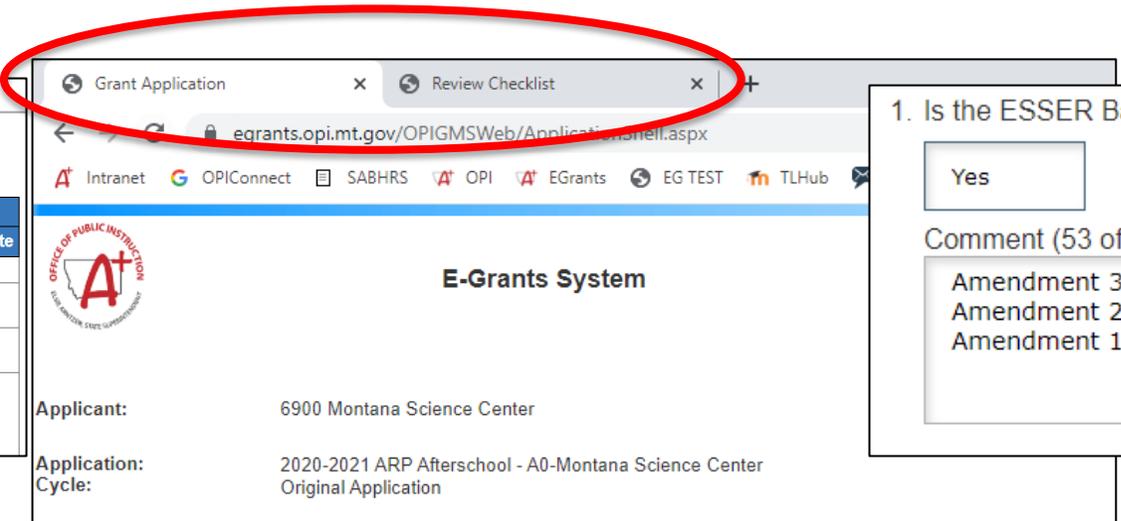
Review Summary

[Click for Instructions](#)

Latest submission to OPI occurred on: 7/18/2022

Round 1					
Select	Stop	Group	Staff	Status	Status Date
	1	LEA Data Entry		Submitted	7/18/2022
	2	LEA Authorized Representative		Submitted	7/18/2022
<input checked="" type="radio"/>	3	State Agency Final Review	Rebecca Brown	Accepted	7/29/2022

[REVIEW CHECKLIST](#) [REQUEST CHECKLIST PRINT](#)



Grant Application x Review Checklist x

e-grants.opi.mt.gov/OPIGMSWeb/ApplicationShell.aspx

Intranet OPIConnect SABHRS OPI EGrants EG TEST TLHub

**OFFICE OF PUBLIC INSTRUCTION**  
MONTANA STATE SUPERVISOR

**E-Grants System**

Applicant: 6900 Montana Science Center

Application Cycle: 2020-2021 ARP Afterschool - A0-Montana Science Center Original Application

1. Is the ESSER Base Budget Detail page reasonable?

Comment (53 of 2000 maximum characters used)

Amendment 3: OK RB  
Amendment 2: OK WF  
Amendment 1: OK



# E-Grants Error Messages

- If you get a **red** Error Message across the top of the screen, read it carefully.
- These messages will tell you exactly what needs to be fixed in order to progress forward.
- Before panicking (calling OPI for help) make sure that:
  - You are using **Chrome** or **Microsoft Edge** browser.
  - The **browsing history** has been cleared.
  - **Popup blockers** are off.

You can view  
"Turning Off  
Popup  
Blockers.pdf"  
[HERE](#) or [HERE](#)

OPI offered a more  
in-depth training in  
October, which you  
can view here:  
[https://youtu.be/Kc  
aSy23PZsM](https://youtu.be/Kc<br/>aSy23PZsM)



# Two Places Error Messages Appear

1. On individual tabs after trying to “Save Page”

The page has saved with the following warnings (they will need to be corrected to pass the consistency check):

**Warnings:**

- Enter a summer phone number for the Authorized Representative.

OVERVIEW CONTACT INFORMATION ALLOCATIONS PROGRAM DETAIL ASSURANCES COMMON AND PROGRAM AMENDMENT DESCRIPTION SUBMIT APPLICATION HISTORY PAGE\_LOCK CONTROL APPLICATION PRINT

2. On the Submit tab after running a Consistency Check

**Submit**

[Click for Instructions](#)

Consistency Check completed. After correcting the errors noted below, the consistency check must be performed again.

- IDEA Consolidated
  - Member applications have not been approved. Return to the Funding tab/Allocations to access member applications for approval.
- IDEA Part B
  - IDEA Part B has no budget information.
  - Budget Detail total must equal the Allocation Total (\$0 = \$458,218) for IDEA Part B.
- IDEA Preschool
  - IDEA Preschool has no budget information.
  - Budget Detail total must equal the Allocation Total (\$0 = \$19,339) for IDEA Preschool.

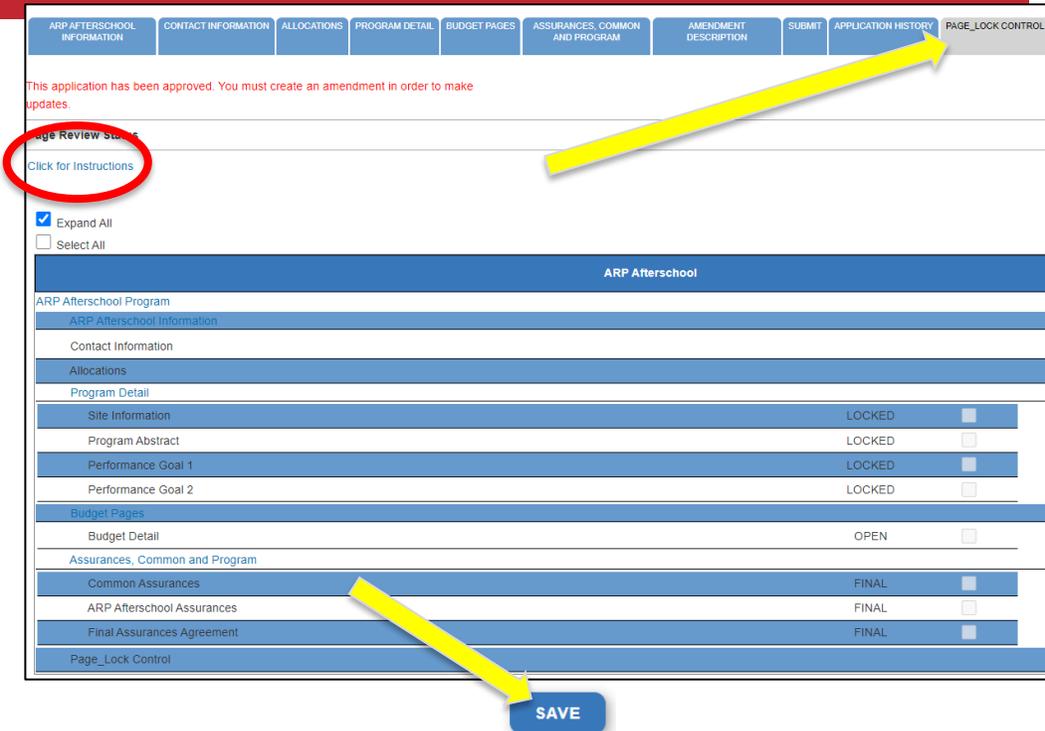
The Consistency Check must be successfully processed before the application can be submitted to the OPI.

CONSISTENCY CHECK LOCK APPLICATION UNLOCK APPLICATION

# Page Is Locked

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

- Click on the “Page\_Lock Control” tab at the top of the screen
- Select “Expand All” to see every page in the grant
- Select “Select All” to unlock all pages
- Select “Save” at bottom of the screen
- Another place that may be locked is the **Submit** Tab
- To unlock the Submit Tab click the “Unlock Application” button twice
- The Clerk or AR may have to do this



The Consistency Check must be successfully processed before the application can be submitted to the OPI.  
The Authorized Representative must review and approve Assurances before submitting the application to the OPI.

CONSISTENCY CHECK

LOCK APPLICATION

UNLOCK APPLICATION



# Dissecting An Error Message

## ESSER Consolidated

- Contact Information - Enter a summer phone number for the Authorized Representative.
- Student Learning - Student Learning question one is a required field.
- Student Learning - Student Learning question two is a required field.
- Amendment Description - A description of changes made in this amendment is required.

## ESSER Base

- Property and Equipment - Amount Budgeted for Property and Equipment under Object Code 700 should equal the Total Cost of All Items.

## School District Supplemental

- Passed consistency check.

**Issues which must be fixed before submitting**

**Not a problem – this page is good to submit**



# After Being Awarded the Grant...

Once your school/organization is awarded the ELO grant, you may begin submitting **Cash Requests** for reimbursement.

- OPI guidance on Cash Requests can be viewed here: <https://youtu.be/nHb7p7xC4Ds>
- Please submit Cash Requests on a **monthly basis** as they come in – do not “batch” them all together as one big request.
- Make sure to submit Cash Requests in the correct **budget page** (Afterschool vs Summer) as they have different timelines.

If absolutely necessary, you may **Amend** your grant application.

- OPI guidance on Amendments can be viewed here: <https://youtu.be/ShOiw9eLo2Q>



# Grant Award Notification (GAN)

- In the E-Grants Access Select menu, navigate to the correct Fiscal Year (ELO grant is in fiscal year 2021)
- Next to each grant, under **Status**, you will see “[View GAN](#)”
- If the grant is under revision (an Amendment hasn't been approved yet), the GAN will not display because the grant isn't finalized.

Formula Grant

	Application Name	Revision	Status
	IDEA Consolidated Application	<a href="#">Amendment 1</a>	Final Approved <a href="#">View GAN</a>
	ESEA Consolidated Application	<a href="#">Amendment 2</a>	Final Approved <a href="#">View GAN</a>
	ESSER Consolidated	<a href="#">Original Application</a>	Final Approved <a href="#">View GAN</a>
	ESSER III Consolidated	<a href="#">Original Application</a>	Returned for Changes
	ARP – Homeless Children and Youth Grant	<a href="#">Amendment 3</a>	Not Submitted



# Amendment/Cash Request Timeline



- **Hundreds** of amendments & cash requests are submitted monthly from 400+ Montana school districts and agencies. These take time to process!
  - Using the **template** makes it much simpler to approve
  - Points of confusion or needed clarification are likely to result in a “returned for changes”
    - See feedback on the Amendment/Cash Request – **call us** if you need help/clarification
- Cash Requests must be **submitted by the 25<sup>th</sup> of each month**, in order to be **paid by the 10<sup>th</sup>** of the next month.
- Amendments do not have a submission deadline BUT need to be submitted/approved before related Cash Requests can be approved.
- If you miss the 25<sup>th</sup> deadline, the Cash Request will be processed during the next month
  - Submit CR on Dec 15<sup>th</sup> fastest turn around Jan 10<sup>th</sup>
  - Submit CR on Dec 25<sup>th</sup> fastest turn around Jan 10<sup>th</sup>
  - Submit CR on Dec 27<sup>th</sup> fastest turn around Feb 10<sup>th</sup>

# Payments Menu – Payment Summary

- From the main E-Grants Access Select page...
- Click “**Payments**” button next to desired grant to see the Payment Summary page

Actions		
OPEN	<b>PAYMENTS</b>	REVIEW SUMMARY

Vendor 0000023560 001

[VIEW CASH REQUEST/EXPENDITURE REPORTS](#)

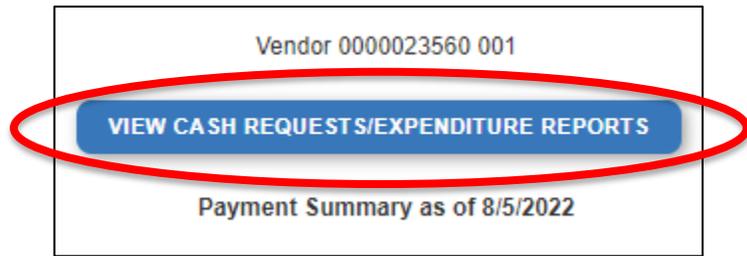
Payment Summary as of 8/5/2022

	ESSER_Fund
<b>Current Grant Year Allocation</b>	\$71,623
(+/-) Adjustments	\$0
(+/-) Consortiums	\$20,865
(+/-) Transfers	\$0
<b>Total Funds Available</b>	\$92,488
<b>Approved Budget --Original Application</b>	\$92,488
<b>Anticipated Payments</b>	
Auto-Scheduled	\$0
Cash Requests	\$92,488
<b>Total</b>	\$92,488
<b>Pending Payments</b>	
Auto-Scheduled	\$0
Approved Cash Requests	\$0
<b>Total</b>	\$0
<b>Completed Payments</b>	
Auto-Scheduled	\$0
Cash Requests	\$92,488
<b>Total</b>	\$92,488
<b>Remaining Payments</b>	
Auto-Scheduled	\$0
Cash Requests	\$0
<b>Total</b>	\$0
<b>Final PER Status</b>	



# Payments Menu – Cash Requests/FERs

In the Payment Summary menu, click “**View Cash Requests / Expenditure Reports**” button to see all Cash Requests and/or Expenditure Reports for that grant.



Cash Request/Expenditure Report Menu

Click for Instructions

Program

**Cash Requests:**

Select an Cash Request from the list(s) below and press one of the following buttons:

**OPEN REQUEST** **REVIEW SUMMARY**

Select	Cash Request	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input type="radio"/>	Cash Request 1	6/23/2020	6/29/2020	8/7/2020	Approved	8/7/2020

**Expenditure Reports:**

Select an Expenditure Report from the list(s) below and press one of the following buttons:

**OPEN EXPENSE REP** **REVIEW SUMMARY**

Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
--------	--------------------	-------	--------------	----------------	---------------------	--------	-------------

**Note: You will have to select which Budget Page to view CRs and FERs in.**



# Payments Menu – Individ. Cash Requests

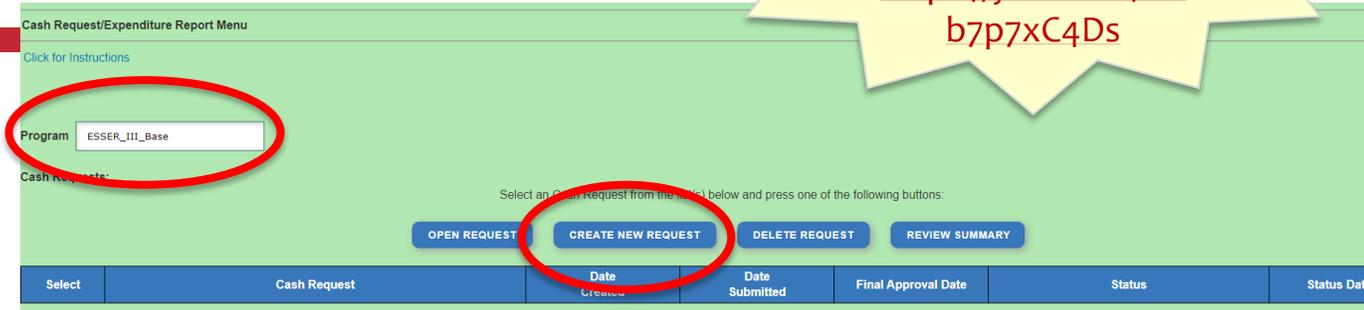
- Select the bubble next to the Cash Request you want to view...
- Click “Open Request” button to see individual expenses

Select	Cash Request	Date Created
<input checked="" type="radio"/>	Cash Request 1	6/23/2020

**OPEN REQUEST**

# Cash Requests – Creating

OPI offered a more in-depth training in September, which you can view here: <https://youtu.be/nHb7p7xC4Ds>



- In the Cash Request/Expenditure Report menu...
- ESSER II or III: Select desired Program (Budget Page) to request out of
  - ESSER I, ARP Summer, ARP Afterschool don't have pages to select from
- Click “Create New Request” button to start a new Cash Request

Final Approved Budget Amounts by Object Code	100 Personal Service-Salaries	200 Employee Benefits	300 Purchased Professional and Technical	400 Purchased Property Services	500 Other Purchased Services	600 Supplies	700 Property & Equipment	800 Other Objects
	\$135,388	\$33,800	\$145,840	\$182,830	\$117,000	\$542,176	\$4,680,000	\$0

Object Code	Use of Funds	Expenditure Description and Itemization (1000 Character Maximum)	Final Approved Budget	Previously Requested	Cash Request	Delete Row
<input type="text"/>	<input type="text"/>	<input type="text"/>			0	<input type="checkbox"/>

Cash Request Language in the “Expenditure Description and Itemization” **must match Descriptions in the Grant** (use template!)

- Create line items for the expenditures you wish to purchase
- Enter “End Period Expense” date
- Select “Calculate Totals” at bottom

- Both Budget and Amendments
- **Audit Trail** – an auditor needs to be able to see direct connections from Budget → Amendment → Cash Request

- Upload receipt/paystubs  Please upload supporting information files. File names should not include special characters (i.e. #, \$, % etc.)  No file chosen
- Select “Save Page”



# Amendment Description – E-Grants Amendment Template

- ✓ From [category] / [\$\$amount]
- ✓ To [category] / [\$\$amount]
- ✓ For the purpose of/to purchase [xx]
- ✓ In response to [xx related to covid]
- ✓ To prevent [xx related to covid]
- ✓ To prepare for [xx related to covid]
- ✓ Specifically, how does it relate to student gains?

OPI offered a more in-depth training in September, which you can view here:  
<https://youtu.be/ShO1w9eLo2Q>

Cash Requests will need to use the same language as your Budget / Amendments, so make sure you are consistent!

You only get 500 characters, so you must keep your description short and succinct.

If your amendment involves an item/project over \$5k and the OPI preapproval process, you must also include this language: **Project Title (Board approval mmm/yy, OPI approved mmm/yy).**



# Additional Resources

- [Free Programming Ideas](#)
  - [Summer Learning Opportunities](#)
- [Online Training Resources](#)
- [Parenting Montana](#)
- [Programming](#)
- [F1 IN SCHOOLS](#)
- [Acceleration in Instruction](#)
- [Montana 4-H](#)
- [National Afterschool Alliance](#)
  - [Montana Afterschool Alliance](#)
- [Youth Service America \(YSA\)](#)
- [Afterschool Program Resources](#)
- [Summer Learning: 4-H and ...](#)



# Resources at OPI.MT.GOV

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

P.O. Box 202501 • Helena, MT 59620-2501 [Calendar](#) [About Us](#)

OFFICE OF PUBLIC INSTRUCTION PUTTING MONTANA STUDENTS FIRST

Search...

[Families & Students](#) [Educators](#) [Leadership](#) [Contact](#) [Safety & Student Support](#)

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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OFFICE OF PUBLIC INSTRUCTION PUTTING MONTANA STUDENTS FIRST

Search...

[Families & Students](#) [Educators](#) [Leadership](#) [Contact](#) [Safety & Student Support](#)

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:

- 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.
- safe and healthy environment to be during extended and expanded learning time frames that employ practices to prevent COVID exposure to students;
- deeper connection to their community allowing them to understand the full breadth of supports and opportunities available to them.



- › Grant Eligibility & Requirements
- › Grant Reporting Requirements
- › FAQ and Guidance

# Q & A

Feel free to ask questions!

## 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

## E-Grants Designer – Technical Support Questions

Mindi Askelson at [mindi.askelson@mt.gov](mailto:mindi.askelson@mt.gov) or 406-444-0768



# Scope Document Overview

- See Slides below for step by step instructions for the ELO Scope Document

**File uploaded must be named:** OrganizationName-LE-ProgramName-ELO Scope SUMMER23.pdf

File MUST be uploaded to E-Grants as a PDF (not Word, Google Docs, Image, etc)

<b>School/Organization Name(s)</b>	
<b>School/Organization LE #</b>	
<b>Primary Contact Name &amp; Title</b> Who is the person who will be processing the grant requests for cash, providing data for required reports, and managing the programming effort? (If this is multiple different people, please list each with Name Title)	
<b>Primary Contact Phone #(s)</b>	
<b>Primary Contact Email(s)</b>	
<b>Project/Program Name</b> What are you calling your program or project?	SUMMER 2023 Program Name: _____
<b>Organization Mission/Philosophy</b> Include your organization's mission and educational philosophy.	
<b>Program Description</b> Describe what problem is being addressed, and your programming effort is to solve this problem. This is a high-level narrative (not list) description. It should include general student demographics, budget, staff qualifications, programing, partnership efforts, etc.	
<b>Program History</b> Summarize the previous program experience and years in service.	
<b>Budgets and Funding Sources</b> Total budget for the programming effort should be provided by several sources. In this section provide the total amount for the program and at least 3 specific areas the grant funds will be applied to. What are the big categories the funds will be used for?	Total SUMMER 2023 Program Budget: \$ _____ Sources: • Staffing (salaries & benefits): \$ _____ • Professional Development: \$ _____ • Curriculum: \$ _____ • Supplies: \$ _____ • [Other budget categories]: \$ _____  SUMMER 2023 Program Funding Sources: • ESSER ELO Summer '23 Grant: \$25,000 possible = _____ % of budget o Specific budget categories funded by this grant? _____ • [Other funding sources]: \$ _____ = _____ % of budget
<b>Program Timelines</b> Start and end dates, days/week, times programming is offered. <i>Reminder: The maximum time line for this grant is Fall '23, Spring '24, and Summer '24 (September 1, 2023 – August 31, 2024).</i>	SUMMER 2023 Program Date range: _____ • Days/week: _____ • Times: _____
<b>SMART Goals/Objectives</b> • Specific, • Measurable (how do you know objectives are met),	SUMMER Program Goal 1: _____ • Evidence-Based Strategy 1: _____ SUMMER Program Goal 2: _____ • Evidence-Based Strategy 2: _____
	<ul style="list-style-type: none"> <li>• Ambitious (but achievable),</li> <li>• Realistic,</li> <li>• Timely (when will goal be achieved).</li> </ul> SUMMER Program Goal 3: _____ • Evidence-Based Strategy 3: _____
	List at least 3 specific program goals/objectives as a result of this grant and programming effort. Goals must connect to current standards in Reading and/or Math. Please also include specific evidence-based practices/strategies used to meet those goals.
	<b>Student Gains</b> List at least 3 specific student gains as a result of this grant and programming effort. Please also raise the need for the grant funding and the student gains to covid (prepare, prevent, respond). Student Gain 1: _____ Student Gain 2: _____ Student Gain 3: _____
	<b>School Partnerships</b> How is this program partnering with local school district(s) to support the goals in their school plans? See link for district plans here: <a href="https://opi.mt.gov/COVID-19-Information/E-Grants/060401075-mt-state-and-district-covid">https://opi.mt.gov/COVID-19-Information/E-Grants/060401075-mt-state-and-district-covid</a>
	<b>Local School District Name(s):</b> _____ <b>Link(s) to School Plan(s):</b> _____  <b>Specific School Plan goals supported by this program:</b> _____
	<b>Partnerships</b> What other organizations are helping in the programming, financing, and/or staffing of the program effort?
	<b>Pre-post testing</b> Describe how you will conduct pre- and post-testing to measure gains in Math and/or Reading. How else will you measure the outcomes achieved from your SMART goals? NOTE that STAR, MAP, and other standardized tests do not qualify as pre-post tests specific to this programming effort.
	<b>Anticipated Participation &amp; Demographics</b> Please describe the anticipated student population served by your program(s). Please include grade levels, number of students, geographic area, and at-risk status (low income, learning disabilities, first generation, un/under-grad, etc.) Feel free to include any other demographic details you feel are relevant. Which methods are you using to determine this data?
	<b>Geographic Area(s) Served:</b> _____ <b>SUMMER 2023 Program:</b> • Anticipated # of students: _____ • Anticipated # of students who will attend at least 51% of time offered: _____ • Anticipated # of students who are low-income/qualifying: _____ • Anticipated Grade Levels served: _____ • Anticipated At-Risk Statuses: _____
	<b>Reducing Barriers to Participation</b> How will you ensure financial and transportation barriers to participation will be addressed? How will students get to/from your
	<b>Financial considerations:</b> _____ <b>Transportation considerations:</b> _____ <b>Other considerations:</b> _____



# ELO Grant Program Scope

- The **Program Scope** document is a required component of the ELO grant application.
- There are step-by-step instructions within each section.
- Download and complete the Scope **before filling out your E-Grants application.**
- Answers may be copy/pasted into E-Grants.
- Editable word document is available by request – email [rebecca.brown@mt.gov](mailto:rebecca.brown@mt.gov)

File uploaded must be named: OrganizationName-LE-ProgramName-ELO Scope SUMMER23.pdf

File MUST be uploaded to E-Grants as a PDF (not Word, Google Docs, Image, etc)

School/Organization Name(s)	
School/Organization LE #	
Primary Contact Name & Title <small>Who is the person who will be processing the grant requests for cash, providing data for required reports, and managing the programming effort? (If this is multiple different people, please list each with Name/Title) In E-Grants this person is referred to as the Authorized Representative</small>	
Primary Contact Phone #(s)	
Primary Contact Email(s)	

Project/Program Name  
What are you calling your program or project?  
SUMMER 2023 Program Name: \_\_\_\_\_

Organization Mission/Philosophy  
Include your organization's mission and educational philosophy.

Program Description  
Describe what problem is being addressed, and your programming effort is to solve this problem. This is a high-level narrative (not list) description. It should include general student demographics, budget, staff qualifications, programming, partnership efforts, etc.

Program History  
Summarize the previous program experience and years in service.

Budgets and Funding Sources  
Total budget for the programming effort should be provided by several sources. In this section provide the total amount for the program and at least 3 specific areas the grant funds will be applied to. What are the big categories the funds will be used for?

Total SUMMER 2023 Program Budget: \$ \_\_\_\_\_

- Staffing (salaries & benefits): \$ \_\_\_\_\_
- Professional Development: \$ \_\_\_\_\_
- Curriculum: \$ \_\_\_\_\_
- Supplies: \$ \_\_\_\_\_
- [Other budget categories]: \$ \_\_\_\_\_

SUMMER 2023 Program Funding Sources:

- ESSER ELO Summer '23 Grant: \$25,000 pos
  - o Specific budget categories funded by \_\_\_\_\_
- [Other funding sources]: \$ \_\_\_\_\_ = \_\_\_\_\_ % of bud

Program Timelines  
Start and end dates, days/week, times programming is offered.  
*Reminder: The maximum timeline for this grant is Fall '23, Spring '24, and Summer '24 (September 1, 2023 – August 31, 2024)*

SUMMER 2023 Program Date range: \_\_\_\_\_

- Days/week: \_\_\_\_\_
- Times: \_\_\_\_\_

SMART Goals/Objectives  
• Specific,  
• Measurable (how do you know objectives are met),

SUMMER Program Goal 1: \_\_\_\_\_

- Evidence-Based Strategy 1: \_\_\_\_\_

SUMMER Program Goal 2: \_\_\_\_\_

- Evidence-Based Strategy 2: \_\_\_\_\_

• Ambitious (but achievable),  
• Realistic,  
• Timely (when will goal be achieved).

List at least 3 specific program goals/objectives as a result of this grant and programming effort. Goals must connect to content standards in Reading and/or Math. Please also include specific evidence-based practices/strategies used to meet those goals.

SUMMER Program Goal 3: \_\_\_\_\_

- Evidence-Based Strategy 3: \_\_\_\_\_

Student Gains  
List at least 3 specific student gains as a result of this grant and programming effort. Please also relate the need for the grant funding and the student gains to covid (prepare, prevent, respond).

Student Gain 1: \_\_\_\_\_

Student Gain 2: \_\_\_\_\_

Student Gain 3: \_\_\_\_\_

School Partnerships  
How is this program partnering with local school district(s) to support the goals in their school plans?  
See link for district plans here: <https://opi.mt.gov/COVID-19-Information/ESSER/10664912075-esser-state-and-district-plan>

Local School District Name(s): \_\_\_\_\_

Link(s) to School Plan(s): \_\_\_\_\_

Specific School Plan goals supported by this program: \_\_\_\_\_

Partnerships  
What other organizations are helping in the programming, financing, and/or staffing of the program effort?

Pre/post testing  
Describe how you will conduct pre and post-testing to measure gains in Math and/or Reading. How else will you measure the outcomes achieved from your SMART goals? NOTE that STAR, MAP, and other standardized tests do not qualify as pre/post tests specific to this programming effort.

Anticipated Participation & Demographics  
Please describe the anticipated student population served by your program(s). Please include grade levels, number of students, geographic area, and at-risk status (low income, learning disabilities, first generation, single-parent, etc.) Feel free to include any other demographic details you feel are relevant. Which methods are you using to determine this data?

Geographic Area(s) Served: \_\_\_\_\_

SUMMER 2023 Program:

- Anticipated # of students: \_\_\_\_\_
- Anticipated # of students who will attend at least 51% of time offered: \_\_\_\_\_
- Anticipated # of students who are low-income qualifying: \_\_\_\_\_
- Anticipated Grade Levels served: \_\_\_\_\_
- Anticipated At-Risk Statuses: \_\_\_\_\_

Reducing Barriers to Participation  
How will you ensure financial and transportation barriers to participation will be addressed? How will students get to/from your

Financial considerations: \_\_\_\_\_

Transportation considerations: \_\_\_\_\_

Other considerations: \_\_\_\_\_



# ELO Grant Program Scope – File Name & Heading

At the top of the Program Scope, notice the NAME of the file.

- Rename your file to match this naming convention.

Please fill in the most up-to-date contact information for your organization.

**File uploaded must be named: OrganizationName-LE-ProgramName-ELO Scope SUMMER23.pdf**

**File MUST be uploaded to E-Grants as a PDF (not Word, Google Docs, Image, etc)**

<b>School/Organization Name(s)</b>	
<b>School/Organization LE #</b>	
<b>Primary Contact Name &amp; Title</b> Who is the person who will be processing the grant requests for cash, providing data for required reports, and managing the programming effort? (If this is multiple different people, please list each with Name/Title) In E-Grants this person is referred to as the Authorized Representative.	
<b>Primary Contact Phone #(s)</b>	
<b>Primary Contact Email(s)</b>	



# ELO Grant Program Scope – Project/Program Name

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What are you calling your ELO Program/Project?

This should be a 2-6 word title which summarizes the intent of the Program.

Examples:

- *Happy Smiles Summer Slide*
- *Summer Math Boot Camp*
- *Community Garden Project for Math and Literacy*

<b>Project/Program Name</b> What are you calling your program or project?	<b>SUMMER 2023 Program Name:</b> _____
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# ELO Grant Program Scope – Organization Mission/Philosophy

What is your organization’s mission statement and educational philosophy?  
This should be a 2-3 sentence response.

Examples:

- *The mission of Happy Smiles Summer Slide is to engage Montana’s children in evidence-based activities reinforcing Math concepts to prevent the “summer slide” of learning loss throughout summer months.*

<b>Organization Mission/Philosophy</b> Include your organization’s mission and educational philosophy.	
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# ELO Grant Program Scope – Program Description

Describe what problem is being addressed, and your programming efforts to solve this problem. This is a high-level narrative (not list).

It should include general student demographics, budget, staff qualifications, programming, partnership efforts, etc.

This Scope document needs to include enough detail that it could be used as an application on its own, without the E-Grants application.

<p><b>Program Description</b> Describe what problem is being addressed, and your programming effort is to solve this problem. This is a high-level narrative (not list) description. It should include general student demographics, budget, staff qualifications, programming, partnership efforts, etc.</p>	
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*Tip: Look at the questions in the E-Grants application and make sure you include that information in your Scope document.*



# ELO Grant Program Scope – Program History

Summarize the previous program experience, and include the number of years the program has been in service.

Example:

- *Happy Smiles Summer Slide program began in the summer of 2017 and has been in service every year since except 2020 due to COVID pandemic restrictions. Summer 2023 will be the 6<sup>th</sup> year of Summer Slide.*

<b>Program History</b>	
------------------------	--

Summarize the previous program experience and years in service.



# ELO Grant Program Scope – Budget and Funding Sources

Provide the total budget amount for the program, as well as specific areas the grant funds will be applied to (such as staffing, curriculum professional development, technology...)

- Use the same Object Codes / Purpose Categories / Use of Funds as in E-Grants
  - This will make it simple to copy-and-paste into E-Grants after you receive your allocation.
  - Description of Object Codes:

<https://egrants.opi.mt.gov/OPIGMSWeb/PageRefDocs/General//DescriptionofPurposeCategoriesandObjectCodes.pdf>

## Budgets and Funding Sources

Total budget for the programming effort should be provided by several sources.

In this section provide the **total amount** for the program and at least **3 specific areas** the grant funds will be applied to. What are the **big categories** the funds will be used for?

Total SUMMER 2023 Program Budget: \$ \_\_\_

- Staffing (salaries & benefits): \$ \_\_\_
- Professional Development: \$ \_\_\_
- Curriculum: \$ \_\_\_
- Supplies: \$ \_\_\_
- [Other budget categories]: \$ \_\_\_

SUMMER 2023 Program Funding Sources:

- ESSER ELO Summer '23 Grant: \$25,000 possible = \_\_\_% of budget
  - Specific budget categories funded by this grant? \_\_\_
- [Other funding sources]: \$ \_\_\_ = \_\_\_% of budget

## Object Codes

100 Personal Service Salaries – Salaries

200 Employee Benefits – Benefits

300 Purchased Professional and Technical Services – Contracted services for administrative, professional, educational, technical, and cooperative services.

400 Purchased Property Services – Utilities, building usage charges, repairs and maintenance services, rent, minor construction.

500 Other Purchased Services – Student travel, employee travel, professional development, registrations, communications, printing.

600 Supplies – Instructional supplies and materials, textbooks, library materials software, minor equipment



# ELO Grant Program Scope – Program Timeline

Fill in your program’s Start and End dates, days of the week, and times the programming is offered.

Reminder: The maximum timeline for this grant cycle is Summer 23 (June 1 – August 31, 2023)

Example:

- *Happy Smiles Summer Slide runs weekly Mon-Thurs 10am-3pm June 12<sup>th</sup> - August 4<sup>th</sup>, 2023.*

## **Program Timelines**

Start and end dates, days/week, times programming is offered.

*Reminder: The maximum timeline for this grant is Summer '24 (June 1, 2023 – August 31, 2023)*

SUMMER 2023 Program Date range: \_\_\_\_

- Days/week: \_\_\_\_
- Times: \_\_\_\_



# ELO Grant Program Scope – SMART Goals/Objectives

List at least 3 specific program goals/objectives as a result of this grant and programming effort.

SMART Goals/Objectives must be:

- **S**pecific, **M**easurable, **A**mbitious but Achievable, **R**ealistic, **T**imely.

Goals must connect to content standards in **Reading** and/or **Math**.

Please also include specific **evidence-based** practices/strategies used to meet those goals.

#### SMART Goals/Objectives

- Specific,
- Measurable (how do you know objectives are met),
- Ambitious (but achievable),
- Realistic,
- Timely (when will goal be achieved).

List at least 3 specific program goals/objectives as a result of this grant and programming effort.

Goals must connect to content standards in Reading and/or Math.

SUMMER Program Goal 1: \_\_\_\_

- Evidence-Based Strategy 1: \_\_\_\_

SUMMER Program Goal 2: \_\_\_\_

- Evidence-Based Strategy 2: \_\_\_\_

SUMMER Program Goal 3: \_\_\_\_

- Evidence-Based Strategy 3: \_\_\_\_



# ELO Grant Program Scope – Student Gains

List at least 3 specific student gains as a result of this grant and programming effort.

- Examples: remediating Math learning loss, reinforcing grade-level literacy, etc.

You must also relate the need for the grant funding and the student gains to preparing for, preventing, or responding to COVID-19.

## **Student Gains**

List at least 3 specific student gains as a result of this grant and programming effort. Please also relate the need for the grant funding and the student gains to covid (prepare, prevent, respond).

Student Gain 1: \_\_\_\_

Student Gain 2: \_\_\_\_

Student Gain 3: \_\_\_\_



# ELO Grant Program Scope – School Partnerships

How is this program partnering with local school district(s) to support the goals in their school plans?

See link for district plans here:

- <https://opi.mt.gov/COVID-19-Information/ESSER#10664912075-esser-state-and-district-plan>

Example:

- *Happy Smiles Summer Slide program is located in ABC School District. ABC's ARP Plan goal #3 is to increase Math scores by 5% over the next school year. Happy Smiles Summer Slide will support this plan goal by using and reinforcing grade-level Math concepts through program activities including gardening and cooking.*

<p><b>School Partnerships</b> How is this program partnering with local school district(s) to support the goals in their school plans? See link for district plans here: <a href="https://opi.mt.gov/COVID-19-Information/ESSER#10664912075-esser-state-and-district-plan">https://opi.mt.gov/COVID-19-Information/ESSER#10664912075-esser-state-and-district-plan</a></p>	<p>Local School District Name(s): ____ Link(s) to School Plan(s): ____ Specific School Plan goals supported by this program: ____</p>
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# ELO Grant Program Scope – Partnerships

What other organizations are helping in the programming, financing, and/or staffing of this program effort?

Examples:

- *Rotary Club and 4-H Extension coming onsite to teach about financial literacy*
- *Public Library staff coming to read to students each week*

<b>Partnerships</b>	
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What other organizations are helping in the programming, financing, and/or staffing of the program effort?



# ELO Grant Program Scope – Pre/Post Testing

Describe how you will conduct pre- and post-testing to measure student gains in **Math** and/or **Reading**.

How else will you measure the outcomes achieved?

Refer back to your SMART Goals/Objectives – there needs to be a connection between these two parts of your Scope.

**NOTE** that school district STAR, MAP, and other Standardized tests do not qualify as pre/post tests specific to this programming effort.

## **Pre/post testing**

Describe how you will conduct pre- and post-testing to measure gains in Math and/or Reading. How else will you measure the outcomes achieved from your SMART goals? **NOTE** that STAR, MAP, and other Standardized tests do not qualify as pre/post tests specific to this programming effort.



# ELO Grant Program Scope – Anticipated Participation & Demographics

Please describe the anticipated student population served by your program(s).

- Grade levels
- Number of students
- Geographic area
- At-risk status (low income, learning disabilities, first generation, single-parent, etc.)

Feel free to include any other demographic details you feel are relevant.

Which methods are you using to determine this data?

<p><b>Anticipated Participation &amp; Demographics</b> Please describe the anticipated student population served by your program(s). Please include grade levels, number of students, geographic area, and at-risk status (low income, learning disabilities, first generation, <u>single-parent</u>, etc.) Feel free to include any other</p>	<p>Geographic Area(s) Served: ____ SUMMER 2023 Program:</p> <ul style="list-style-type: none"><li>• Anticipated # of students: ____</li><li>• Anticipated # of students who will attend at least 51% of time offered: ____</li><li>• Anticipated # of students who are low-income qualifying: ____</li><li>• Anticipated Grade Levels served: ____</li><li>• Anticipated At-Risk Statuses: ____</li></ul>
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# ELO Grant Program Scope – Reducing Barriers to Participation

How will you ensure financial and transportation barriers to participation will be addressed?

How will students get to/from your program location?

If you are providing transportation, please give details as to how it will be provided.

**Reducing Barriers to Participation**

How will you ensure financial and transportation barriers to participation will be addressed?  
How will students get to/from your program location? If you are providing transportation, please give details as to how it will be provided.

Financial considerations: \_\_\_\_

Transportation considerations: \_\_\_\_

Other considerations: \_\_\_\_



# ELO Grant Program Scope – Program Evaluation

How will your program be evaluated to show success and identify areas of improvement?

How has the program been improved based on previous years' evaluation?

The evaluation must be based on the program/project's performance **goals**, desired student **outcomes**, and **indicators** for success.

The results of the evaluation must be used to refine, improve, and strengthen the program/project.

#### Program Evaluation

How will your program be evaluated to show success and identify areas of improvement?  
How has the program been improved based on previous years' evaluation? The evaluation must be based on the program/project's performance goals, desired student outcomes and indicators for success. The results of the evaluation must be used to refine, improve, and strengthen the program/project.



# ELO Grant Program Scope – Staff and Qualifications

Please describe how your program will be staffed, including:

- Position titles, Certifications, and Other Qualifications.

<b>Staff and Qualifications</b>	
---------------------------------	--

Please describe how your program will be staffed, including position titles, certifications, and other qualifications.



# ELO Grant Program Scope – Professional Development

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Describe the **training** you will provide to staff as part of the program effort.

<b>Professional Development</b>	
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Describe the training you will provide to staff as part of the program effort.



# ELO Grant Program Scope – Any Additional Information

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After the table is completely filled out, you may include additional information at the end of the Scope document.

Information must all be included within the **same single file**.

Examples:

- *Actual pre/posttests used in program curriculum.*
- *Information about specific staff certifications.*
- *Links to evidence-based curriculum you are using.*



# ELO Grant Program Scope

Now your Program Scope is completely filled out.

Make sure to “Save As” with the correct **file name**:

- [Organization Name] – [Program Name] – ELO Scope SUMMER23

File must be saved as a **PDF file** in order to upload to E-Grants.

- Not Word, Google Docs, JPEG image, etc.

You are now ready to complete the E-Grants application!

(See instructions starting on slide 12)

File uploaded must be named: OrganizationName LE-ProgramName ELO Scope SUMMER23.pdf  
 File MUST be uploaded to E-Grants as a PDF (not Word, Google Docs, Image, etc)

School Organization Name(s) School Organization I.E.# Primary Contact Name & Title Who is the person who will be processing the grant requests for cash, providing the required reports, and managing the programming effort? If not a multiple choice people, please list one or two names. Primary Contact Phone # Primary Contact Email(s)			
Project/Program Name What are you calling your program or project? Organization Mission/Philosophy Include your organization's mission and educational philosophy. Program Description Describe what problem is being addressed, and your programming effort in a few paragraphs. Use at least 3 specific areas the grant funds will be used for. The grant is to be used for the following purposes: program, materials, and/or other. List the specific items you are requesting the funds for, etc. Program History Summarize the previous program experience and years in service. Budget and Funding Sources Total budget for the programming effort funded by grants to which this grant is added. Include sections provide the total amount for the program, and at least 3 specific areas the grant funds will be used for. The grant is to be used for the following purposes: program, materials, and/or other. List the specific items you are requesting the funds for, etc. Program Timeline Start and end dates, days/week, how programming is offered. Available: The maximum number of days/week: P.K. 12, Spring '21 and Summer '21 September 1, 2021 - August 31, 2022. SMART Goals Objectives Specific: Measure: How do you know objectives are met?		SUMMER 2023 Program Name: _____ Total SUMMER 2023 Program Budget: \$ _____ • Staffing (salaries & benefits): \$ _____ • Professional Development: \$ _____ • Construction: \$ _____ • Supplies: \$ _____ • [Other budget categories]: \$ _____ SUMMER 2023 Program Funding Sources: • SUMMER ELO Scope '23 Grant: \$25,000 possible = _____ % of budget • Specific budget categories funded by this grant? _____ • Other funding sources? \$ _____ = _____ % of budget SUMMER 2023 Program Date range: • Days/week: _____ • Times: _____ SUMMER Program Goal 1: _____ SUMMER Program Goal 2: _____ Evidence-Based Strategy 1: _____ Evidence-Based Strategy 2: _____	
Student Goals List at least 3 specific student goals in a report of this grant and programming effort. Goals must connect to current research on learning and teaching. Please also include specific evidence-based practices/strategies used to meet these goals. Student Gain 1: _____ Student Gain 2: _____ Student Gain 3: _____ School Partnerships How is this program partnering with local school district(s) to support the goals in your school plan? See link for district plans here: <a href="https://opi.mt.gov/5121-15-Information/SSELP/Local/2021-22-annual-and-2022-23-summative-reports">https://opi.mt.gov/5121-15-Information/SSELP/Local/2021-22-annual-and-2022-23-summative-reports</a> Partnerships What other organizations are helping in the programming, training, and setting of the program effort? Pre/post testing Describe how you will conduct pre and post testing to measure goals to which this funding is being used. Will you measure the program... NOTE: Use ITAD, IAD, and other available tools to assist in pre-testing specific to the programming effort. Anticipated Participation & Demographics How many students are anticipated to participate in your program? Please include grade levels, number of courses, geographic area, and at-risk status (see below: identify qualifications, the geographic area, etc.) How does this include any other demographic details you feel are important to include in your programming effort? Reducing Barriers to Participation How will you ensure financial and transportation barriers to participation will be addressed? How will students get to their venue?		SUSD/ER Program Goal 3: _____ Evidence-Based Strategy 3: _____ Local School District Name(s): _____ Link(s) to School Plan(s): _____ Specific School Plan goals supported by this program: _____ Geographic Area(s) Served: _____ SUSD/ER 2023 Program: • Anticipated # of students: • Anticipated # of students who will attend at least 51% of times offered: _____ • Anticipated # of students who are low-income/qualifying: _____ • Anticipated Grade Levels served: _____ • Anticipated At-Risk Statuses: _____ Financial considerations: _____ Transportation considerations: _____ Other considerations: _____	