



Montana

Office of Public Instruction

ESSER Guidance Sessions - January

Grant Management 101 - ESSER

Prepare, Prevent, and Respond

January 16, 2023

PRESENTER

Wendi Fawns, ESSER/EANS Director
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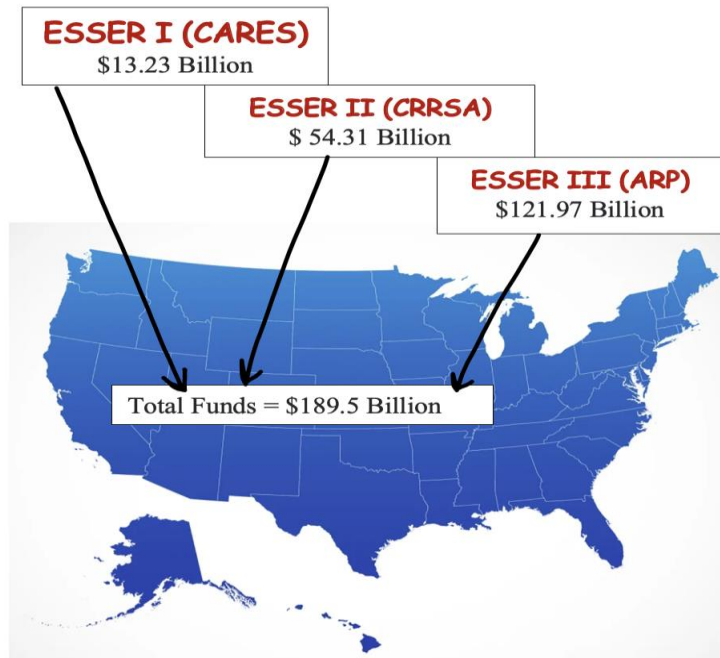
Goals For This Session

- Grants Types
- Significance of the funding formula
 - ESSER
- Grant Cycle
- Grant Compliances
- Allowable use and Reasonableness
- Tracking expenditures and outcomes

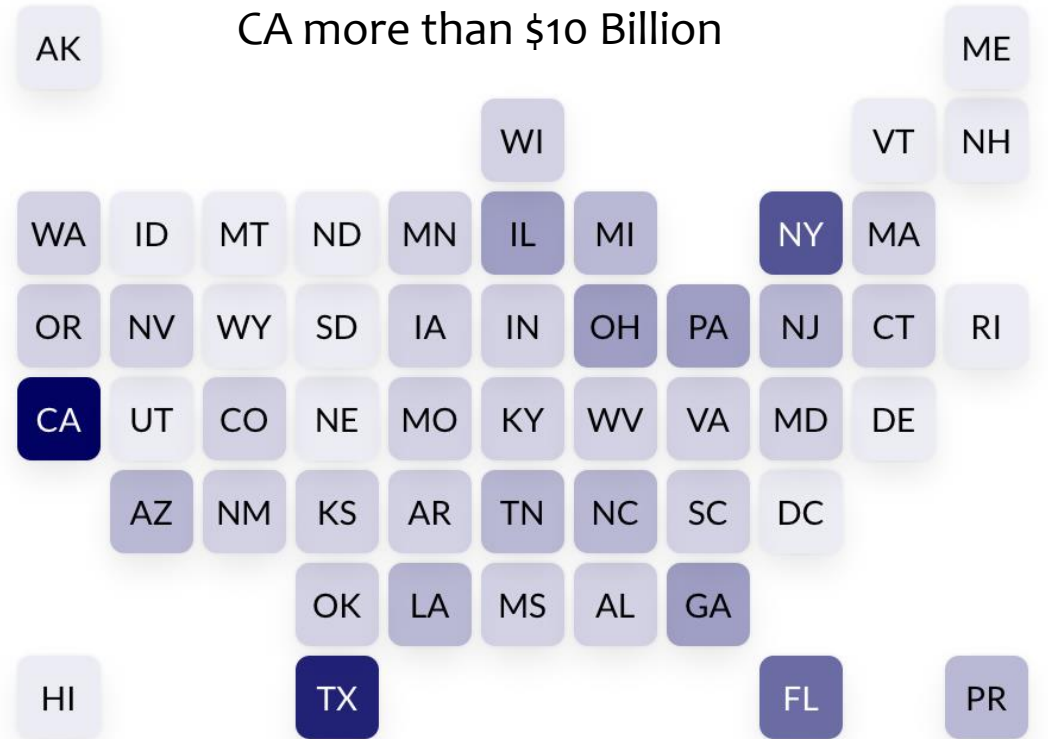


ESSER is a LARGE GRANT

- ESSER I (CARES) expires 2022
- ESSER II (CRRSA) expires 2023
- ESSER III (ARP) expires 2024



MT less than \$ 1 Billion
WA between \$1-9 Billion
CA more than \$10 Billion





Types of Grants

- Governmental: Federal, State, ESSER, iGraduate Montana...
- Foundational:
 - Local such as Steele Reese, RAPP, Headwater...
 - National such as Rotary, Soroptimist, Masons, Elks, ...
- Businesses/Consortiums – Blue Cross Blue Shield, Verizon,...
- Hybrids – 4-H foundation/MSU Extension
- Many require funding matches and program partnerships



Significance of Funding Formula

- ESSER Funds
 - Title I formula
 - Mini ESSER grants: Summer, Afterschool, Homeless...
- Target population
- Target outcome

**Know what the grantor is targeting
by how the funds are allocated**



Grant Cycle

- The application process – need portal ID
- Notification of funding to the Awardee – Email contact
- Performance period **Managing** the Grant
 - Calendar
 - Reminder
 - Excel
- Grant Reporting and closeout – Reminder, Word



Grant Compliances

- Complete application focused on grant objectives
- Expenditure tracking (direct and indirect costs)
 - Staff (staff, instructional, support/administrative), curriculum, technology, supplies, field trips, health, ... items needed to reach grant goals
- Participation tracking
 - Registration and demographics
- Outcome measurements
- Communication
- Reporting: Progress reports and other types of required reporting need to be managed through the life of the program.



ESSER Funding used to Recover/Innovate

- Pivot to embrace online, innovative, and learning environments
 - 55 Million+ students
- Schools focused on attendance campaigns often using
 - high touch (phone calls, text, and in-person visits)
 - SIS and CRM software for profiling student needs and providing services
- Programming focused intentionally on:
 - Intensive academic intervention (individual, online, and small group tutoring)
 - Career/college programs: dual enrollment, summer career camps
 - Recruitment and retention to retain valued education workforce
 - Math, Reading, and connectivity needs targeted to address critical gaps
 - Health targeted efforts to address the whole student

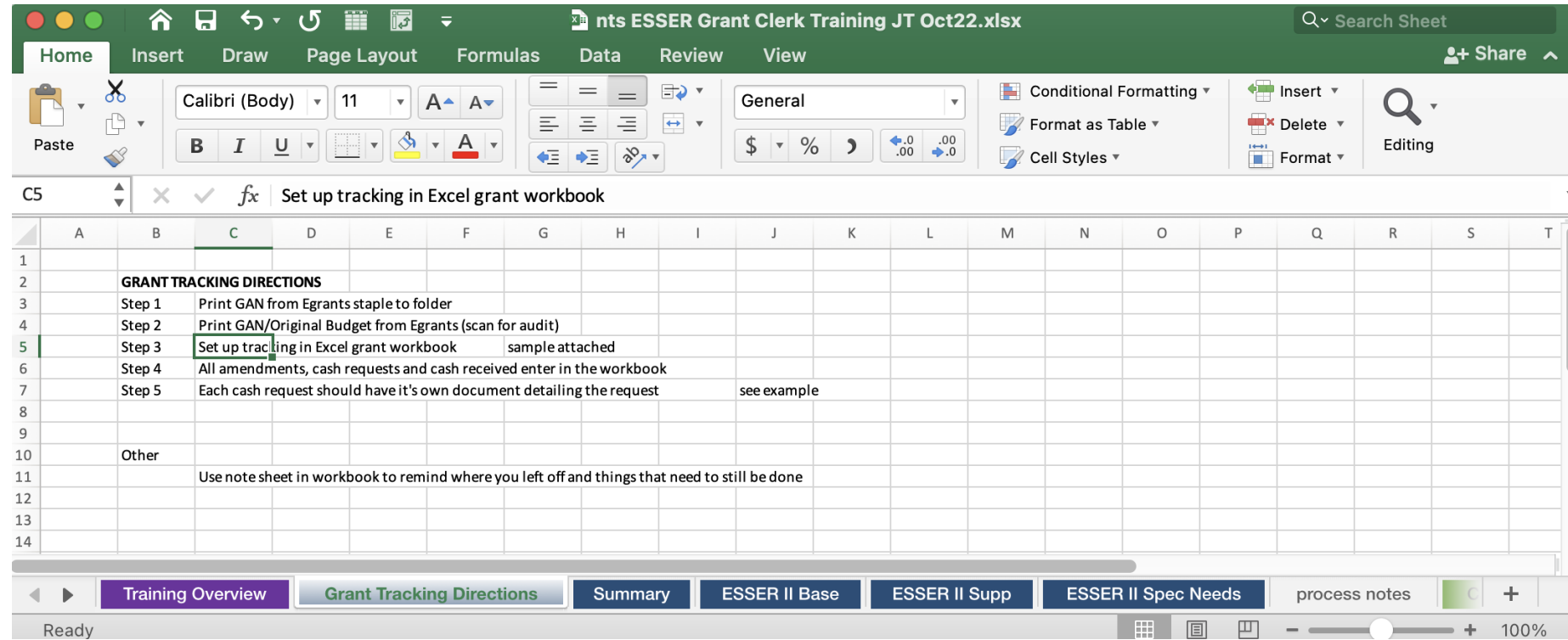


Managing ESSER

- Safe Return and ARP Plan (use of funds) - <https://youtu.be/ybalsfXpLvI>
 - Two separate plans
 - Reviewed at least every 6 months
 - Meaningful stakeholder engagement
 - Board approved
 - Posted to website with school name and date last updated
- Final Expenditure Report - https://youtu.be/GC_25w3VTL8
- Tracking expenditures and projects - <https://youtu.be/Y8w93S1rO74>
- Federal data collection (outcome reporting) - <https://youtu.be/ybalsfXpLvI>

Expenditures/Participation Tracking

- Initial Grant
 - Amendments
 - Cash Requests



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T		
1																						
2			GRANT TRACKING DIRECTIONS																			
3		Step 1	Print GAN from Egrants staple to folder																			
4		Step 2	Print GAN/Original Budget from Egrants (scan for audit)																			
5		Step 3	Set up tracking in Excel grant workbook	sample attached																		
6		Step 4	All amendments, cash requests and cash received enter in the workbook																			
7		Step 5	Each cash request should have it's own document detailing the request															see example				
8																						
9																						
10		Other																				
11			Use note sheet in workbook to remind where you left off and things that need to still be done																			
12																						
13																						
14																						

- E-Grants Prep & Processing - Amendments & Cash Requests OPI Oct22
 - ([pdf](#)) ([video](#)) ([Excel workbook](#))

P.O. Box 202501 • Helena, MT 59620-2501 Calendar About Us



PUTTING MONTANA STUDENTS FIRST





Families & Students



Educators



Leadership



Contact



Safety & Student Support

Montana Office of Public Instruction



OFFICE OF THE SUPERINTENDENT

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

ESSER- Meet the Team



[Wendi Fawns](#)
ESSER/EANS Director

Wendi's grandmothers were elementary teachers and her parents' college professors. They shaped Wendi's passion for learning anywhere, anytime and in varied formats. Wendi has taught dyslexic readers in elementary schools and provided college/career program support to schools and families across Montana. Her career in social work, information technology, and education have centered around helping customers identify goals and gain the resources necessary to succeed. She holds a BA in Sociology with MIS focus and a MA in Education Leadership. She is a strong customer advocate, member of Rotary and P.E.O. International, and mother of a Montana high school teacher and Arizona college advisor.

406-437-8595



[Rebecca Brown](#)
ESSER Program Manager

Rebecca Brown is joining us from the Bozeman School District where she worked as an ICTE instructor, teaching Metals, Woods, and Auto shop classes. Rebecca holds a BS in Technology Education from Montana State University Bozeman. She has just recently moved to Helena with her husband, cats, and parakeet. Born and raised in Montana, Rebecca feels nothing can beat a gorgeous Montana summer weekend spent camping and floating on the river.

406-444-0783



[Jessika Bol](#)
Administrative Specialist

Jessika Bol, the Administrative Specialist for ESSER, moved to Montana with the goal of expanding her career through helping others. Her mom has worked for a school district for 15+ years, thus inspiring Jessika to share her passion of helping others through this field. Jessika brings with her a Bachelor of Science in Criminal Justice. In her free time, you can find Jessika enjoying the great outdoors hunting, fishing, and spending time with her dogs and family.

Q & A

Feel free to ask questions!

ESSER/ELO Program Questions

Rebecca Brown at rebecca.brown@mt.gov or 406-444-0783

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

Grant Accountant – Cash Request/FER Questions

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

E-Grants Designer – Technical Support Questions

Mindi Askelson at mindi.askelson@mt.gov or 406-444-0768