

ESSER Guidance Sessions - May ESSER II Close-Out

Prepare, Prevent, and Respond

May 18, 2023

PRESENTERS

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- ESSER II Timeline
- Final Expenditure Report

 Where to Find?
 - \circ One FER for EACH Budget Page
 - \circ How to Complete?
 - Specific to Use of FundsUpload Documentation
- Finding Feedback
- Wrap-Up and OPI Resources
- Q&A





ESSER II obligation deadline September 30, 2023

- Amendments due by June 30, 2023
- Cash Requests due by September 25, 2023
- Final Expense Reports (FERs) due by October 25, 2023
- Final payments will go out November 10, 2023









We encourage you to spend down ESSER II and close out before the end of this fiscal year (June 30, 2023).

• That way, you don't have to carry the grant into a new fiscal year.

To do this, the deadlines would be adjusted to:

- Cash Requests submitted by May 25, 2023
- FERs submitted by June 25, 2023

E-Grants Access Select					
0965 Billings Elem					Click for
Select Fiscal Year: 2021		Click 1	to view Funding Summ	ary	
Created					
Formula Grant					
Application Name	Revision	Status	Date		Actions
IDEA Consolidated Application	Amendment 1	Final Approved	3/19/2021	OPEN	PAYMENTS REVIEW SUMMARY
ESEA Consolidated Application	Amendment 2	Final Approved	8/30/2021	OPEN	PAYMENTS REVIEW SUMMARY
ESSER Consolidated	Original Application	Final Approved	9/27/2022	OPEN	PAYMENTS REVIEW SUMMARY
ESSER III Consolidated	Original Application	Final Approved	3/16/2023	OPEN	PAYMENTS REVIEW SUMMARY
ARP - Homeless Children and Youth Grant	Amendment 3	Not Submitted View GAN		OPEN	PAYMENTS REVIEW SUMMARY
ARP II Homeless Children and Youth Grant	Amendment 2	Final Approved	6/29/2022	OPEN	PAYMENTS REVIEW SUMMARY
ARP Afterschool Program Grant					
ESSER Extended Expanded Learning Opportunity	Amendment 1	Final Approved	3/16/2023	OPEN	PAYMENTS REVIEW SUMMARY



- The Final Expenditure Report (FER) is the **last step** necessary to **close out** a grant in E-Grants.
- It gets submitted at the end of the grant:

 When all grant funds have been spent down, OR
 When the grant period is ending
- For some grants, the FER ends one fiscal year and rolls remaining funds over to the next fiscal year.
- For ESSER grants specifically, the FER closes out the grant so that no further amendments or cash requests can be submitted.



• FERs for ESSER II ("ESSER Consolidated" in E-Grants) must be submitted by **October 25, 2023**.

 Starting in October 2023, if your ESSER II FERs have not been approved, you will not be able to draw down from ESSER III.

 If you haven't yet, submit your FERs for your ESSER II grant budget pages!



- You must have **at least one** Cash Request which has been approved and paid out before you can submit an FER.
 - We encourage you to fully spend down your grant using Cash Requests before submitting an FER.

• A Cash Request and an FER **cannot** be processed within the same month.



On the E-Grants Access Select page...



- Click "Payments" button next to desired grant to see the Payment Summary
- (Notice you have multiple budget pages showing in the Summary)

		<u> </u>				
Payment Summary						You will need to
Click for Instructions						create and submit
						an FER for EVERY
		Vendor	0000023414 001			budget page
						whore you
		VIEW CASH REQUES	S/EXPENDITURE REPORTS			where you
						received funds!
		Payment Sun	1mary as of 5/12/2023			
		Ontroat Diet Overslamontal		One sint Manual	Ochool District Townsteed	
	ESSER_Base	school_Dist_supplemental	Other_Educti_Institutions	Special_Needs	School_District_largeted	Supplemental_largeted
Current Grant Year Allocation	\$11,900	\$10,000	50	\$447	\$U	\$U
(+/-) Adjustments	\$0	\$0	\$0	\$0	\$0	\$0
(+/-) Consortiums	\$28,130	\$5,622	50	\$850	\$0	\$0
(+/-) Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Total Funds Available	\$40,030	\$15,622	\$0	\$1,297	\$0	\$0
Approved BudgetAmendment 1	\$39,980	\$15,622	\$0	\$1,297	\$0	\$0
Anticipated Payments						
Auto-Scheduled	\$0	\$0	\$0	\$0	\$0	\$0
Cash Requests	\$39,980	\$15,622	\$0	\$1,297	\$0	\$0
Total	\$39,980	\$15,622	\$0	\$1,297	\$0	\$0
Pending Payments						
Auto-Scheduled	\$0	\$0	\$0	\$0	\$0	\$0
Approved Cash Requests	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0
Completed Payments						
Auto Scheduled	¢0	¢0	¢0.	¢0.	*0	¢0.
Auto-Scheduleu	\$0	50	30	20	30	30



- Click the "View Cash Requests/Expenditure Reports" button.
- Select which Program/Budget Page you are looking for.

VIEW CASH REQUESTS/EXPENDITURE REPORTS





- After selecting the desired Budget Page...
- Expenditure Reports are in this menu below all your Cash Requests.

Program	ESSER_Base						
Cash Requ	ests:						
		Sel	ect an Cash Request from the	list(s) below and press one	of the following buttons:		
			OPEN REQUEST	REVIEW SUM	MARY		
Select	Cash Red	juest	Date Created	Date Submitted	Final Approval Date	Status	Status Date
\bigcirc	Cash Request 6		8/11/2022	8/11/2022	9/7/2022	Approved	9/7/2022
0	Cash Request 5		7/15/2022	7/15/2022	8/8/2022	Approved	8/8/2022
\bigcirc	Cash Request 4		10/11/2021	10/11/2021	10/26/2021	Approved	10/26/2021
0	Cash Request 3		4/27/2021	4/27/2021	5/6/2021	Approved	5/6/2021
\bigcirc	Cash Request 2		2/11/2021	2/11/2021	3/5/2021	Approved	3/5/2021
\bigcirc	Cash Request 1		12/15/2020	12/15/2020	12/16/2020	Approved	12/16/2020
Expenditur	e Reports:						
		Selec	an Expenditure Report from the	ne list(s) below and press on	ne of the following buttons:		
			OPEN EXPENSE RE	P REVIEW SI			
Select	Expenditure Repo	rt Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
\bigcirc	Expenditure Report 1	Y	9/19/2022	9/19/2022	9/29/2022	Approved	9/29/2022



• Select "Create" button (not shown in this screenshot)

Program	ESSER_Base									
Cash Requ	Cash Requests: Select an Cash Request from the list(s) below and press one of the following buttons: OPEN REQUEST REVIEW SUMMARY									
Select	t Cash Reques	st	Date Created	Date Submitted	Final Approval Date	Status	Status Date			
\bigcirc	Cash Request 6		8/11/2022	8/11/2022	9/7/2022	Approved	9/7/2022			
\bigcirc	Cash Request 5		7/15/2022	7/15/2022	8/8/2022	Approved	8/8/2022			
\bigcirc	Cash Request 4		10/11/2021	10/11/2021	10/26/2021	Approved	10/26/2021			
\bigcirc	Cash Request 3		4/27/2021	4/27/2021	5/6/2021	Approved	5/6/2021			
\bigcirc	Cash Request 2		2/11/2021	2/11/2021	3/5/2021	Approved	3/5/2021			
\bigcirc	Cash Request 1		12/15/2020	12/15/2020	12/16/2020	Approved	12/16/2020			
Expenditu	re Reports:	Select a	OPEN EXPENSE RE	The HIST(S) below and pression EP REVIEW SU	e of the following buttons:	It will be here w	vith s			
Select	t Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date			
0	Expenditure Report 1	Y	9/19/2022	9/19/2022	9/29/2022	Approved	9/29/2022			



- **Object Code** & each **Use of Funds** within the Object Code(s) all possible categories within the budget
- **Expenditure Description and Itemization** description of the Object Code
- **OPI Final Approved Budget** pulled directly from your Grant application
- Funds Released what OPI has already paid out for that line item

Brogram: ESSED Base

• Accumulated Expenditures to Date – where schools fill in what was actually spent out of the grant

Frogram.	LOOLN_Dase					
Object Code	Use of Funds	Expenditure Description and Itemization	OPI Final Approved Budget	Funds Released	Previously Reported Expended	Accumulated Expenditures to Date
100	Technology	Salaries	\$0	\$0	\$0	0
100	Dedicated Learning Devices for Students	Salaries	\$0	\$0	\$0	0
100	Home Internet for Students	Salaries	\$0	\$0	\$0	0
100	Supplemental Learning	Salaries	\$8,627	\$7,454	\$0	7454
100	Address Learning Loss	Salaries	\$0	\$0	\$0	0
100	Supplemental Services	Salaries	\$0	\$0	\$0	0
100	Minimize Spread of Infection	Salaries	\$17,571	\$18,925	\$0	18925
100	Mental Health	Salaries	\$0	\$0	\$0	0
100	Other	Salaries	\$0	\$0	\$0	0
200	Technology	Employee Benefits	\$0	\$0	\$0	0
200	Dedicated Learning Devices for Students	Employee Benefits	\$0	\$0	\$0	0
200	Home Internet for Students	Employee Benefits	\$0	\$0	\$0	0
200	Supplemental Learning	Employee Benefits	\$3,880	\$3,335	\$0	3335
200	Address Learning Loss	Employee Benefits	\$0	\$0	\$0	0



- You will only be filling out the "Accumulated Expenditures to Date"
- Different line item for each Use of Funds within each Object Code
 o If you haven't budgeted anything within that Use of Funds, enter "o"
- Select "Save Page"

Object Code	Use of Funds	Expenditure Description and Itemization	OPI Final Approved Budget	Funds Released	Previously Reported Expended	Accumulated Expenditures to Date
100	Technology	Salaries	\$0	\$0	\$0	0
00	Dedicated Learning Devices for Students	Salaries	\$0	\$0	\$0	0
100	Home Internet for Students	Salaries	\$0	\$0	\$0	0
100	Supplemental Learning	Salaries	\$8,627	\$7,454	\$0	7454
100	Address Learning Loss	Salaries	\$0	\$0	\$0	0
100	Supplemental Services	Salaries	\$0	\$0	\$0	0
100	Minimize Spread of Infection	Salaries	\$17,571	\$18,925	\$0	18925
100	Mental Health	Salaries	\$0	\$0	\$0	0
100	Other	Salaries	\$0	\$0	\$0	0
200	Technology	Employee Benefits	\$0	\$0	\$0	0
200	Dedicated Learning Devices for Students	Employee Benefits	\$0	\$0	\$0	0
200	Home Internet for Students	Employee Benefits	\$0	\$0	\$0	0
200	Supplemental Learning	Employee Benefits	\$3,880	\$3,335	\$0	3335
200	Address Learning Loss	Employee Benefits	\$0	\$0	\$0	0



- "Accumulated Expenditures to Date" is not required to match "Funds Released"
- Must fall within 50% Leeway

 You can request up to 50% above or below what is in the Budget "buckets" without submitting an amendment to change your budget

Object Code	Expenditure Description and Itemization	OPI Final Approved Budget	Funds Released	Previously Reported Expended	Accumulated Expenditures to Date
100	Salaries	\$9,712	\$9,712	\$0	9977
200	Employee Benefits	\$3,068	\$3,068	\$0	2803
300	Purchased Professional and Technical	\$0	30	\$0	
400	Purchased Property Services	\$0	\$0	\$0	0
500	Other Purchased Services	\$0	\$0	\$0	0
600	Supplies	\$0	\$0	\$0	0
700	Property & Equipment	\$0	\$0	\$0	0
800	Other Objects	\$0	\$0	\$0	0
900	Transfers	\$0	\$0	\$0	0
	Totals:	\$12,780	\$12,780	\$0	\$12,780
	Indirect Cost Approved Rate 1.0400 % Derived Rate 0 %	\$0	\$0	\$0	\$0
	Totals:	\$12,780	\$12,780	\$0	\$12,780



- If you did not use all funds from your grant, the "Accumulated Expenditures to Date" will not match the "OPI Final Approved Budget."
- Effectively, this means you are **refusing** the remainder of the grant funds.
 - o Grant Accountants may contact you to verify this is accurate.

Object Code	Expenditure Description and Itemization	iture Description and Itemization OPI Final Approved Budget Funds Released		Previously Reported Expended	Accumulated Expenditures to Date	
100	Salaries	\$66,174	\$60,958	\$0	60958	
200	Employee Benefits	\$22,180	\$21,208	\$0	21208	
300	Purchased Professional and Technical	\$3,095	\$3,692	\$0	3692	
400	Purchased Property Services	\$0	\$0	\$0	0	
450	Infrastructure	\$0	\$0	\$0	0	
500	Other Purchased Services	\$7,199	\$5,879	\$0	5879	
600	Supplies	\$14,464	\$17,266	\$17,266		
700	Property & Equipment	\$0	\$0	\$0	0	
800	Other Objects		\$0	\$0	0	
	Totals:	\$113,112	\$109,003	\$0		\$109,003
	Indirect Cost Approved Rate 5.0000 % Derived Rate 5.0000 %	\$5,639	\$5,312	\$0		\$5,312
	Totals:	\$118,751	\$114,315	\$0		\$114,315
		\sim				



In the "Expenditure Period End Date" box, select the date

• This is a drop-down menu

• For ESSER II, the End Date is 9/30/2023

• Select "Save Page"





• Double-check the "Recap" section toward the bottom of your

RECAP	Amount	Amount Paid to Date by Fund Sou
Grant Award (Allocation)	\$15,622	
Approved Budget	\$15,622	School_Dist_Supplemental \$15,6
Amount Paid To Date	\$15,622	*
Expenses To Date	\$15 622	Iotal
Balance Due LEA	\$0	
Funds on Hand	\$U	

By submitting this [expenditure report/reimbursement request], I certify to the best of my knowledge and belief that the information contained here is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).



• If you have any remaining funds to request, they will show in the "Balance Due LEA" line.





• Check the "Final Expenditure" box.

 $_{\odot}$ If this is not selected, then it will not close your grant.

Select "Save Page"

RECAP	Amount
Grant Award (Allocation)	\$118,751
Approved Budget	\$118,751
Amount Paid To Date	\$114,315
Expenses To Date	\$114,315
Balance Due LEA	\$0
Funds on Hand	\$0



- An auditor needs to be able to see direct connections from
 Budget → Amendments → Cash Requests → Expenditure Report
- If there are any differences between Budget/Cash Requests and the FER, upload documentation (receipts/invoices).

• Example: If you are requesting additional \$ which wasn't already paid out

Please upload supporting information files. File names should not include special characters (i.e. #, \$, % etc.) Choose File No file chosen

Uploaded Files:

The upload folder is empty. Please upload a file if required by the system to submit or if you have been notified by OPI that this is required.



- Select "Save Page"
- Run Consistency Check
- Submit to AR
- AR Submits to OPI

opi.mt.gov	Fir Expenditure F	nding the	E Fee	copen expense ref	e list(s) below and press o	ne of the following buttons:			
	Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date	
	0	Expenditure Report 1	Y	3/1/2023	3/1/2023	4/3/2023	Approved	4/3/2023	

How do you see the Feedback on your Expenditure Report once it's returned?

 When in the "Cash Request/Expenditure Report Menu", select the Expenditure Report, then select the "Review Summary" button

"Turning Off

Popup Blockers.pdf"

HERE or HERE

DEVIEWOHECKLIST

- Then select the step you wish to view and select the "Review Checklist" button
- E-Grants will open a second tab in your browser pop-up blocker must be turned off
- Within the "Review Checklist" page that opens, you will be able to see OPI comments in the text box

Peview Sumr					Grant Application $\leftarrow \rightarrow C \cong eg$	x S Review Checklist +	Expenditure Report Review Checklist
Click for Instru	ctions ssion to O	PI occurred on: 6/21/20)22 Round 1			E-Grants System	Click for Instructions 1. Is the expenditure report approvable?
Select	Stop 1	Group LEA Financial Data Entry	Staff LEA Finan Data Entry Users	Skipped	Applicant:	6900 Montana Science Center	Yes Comment (24 of 2000 maxim
	2 3	SEA Accountant	Craig Van Nice Steve Morgan	Submitted Accepted	Application: Cycle:	2020-2021 ARP Afterschool - A0-Montana Science Center Original Application	Reviewed by SMM 4-3-2023
			REVIEW CHECKLIST REQUEST CHECKLIS	TPRINT			

E-Grants Login Page:

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

Resources at OPI.MT.GOV



Q & A

For questions or additional information please contact:

ESSER Program Questions

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Cash Requests or Expenditure Reports

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