



Montana

Office of Public Instruction

ESSER Guidance Sessions – August 2023

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

Prepare, Prevent, and Respond

August 14th, 2023

Speakers

Wendi Fawns, ESSER/EANS Director
wendi.fawns@mt.gov or 406-437-8595

Allison Agostino, Project Communication Specialist
allison.agostino@mt.gov or 406-202-7685



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:
 - Title: [ESSER ELO Extended-Expanded Learning Opportunity SY23-24](#)
 - Fiscal year 2021 to view
 - Grant portal closes when funds are depleted
 - Final Expenditure Report (FER) due
 - Afterschool Grant: June 25th, 2024
 - Summer Grant: September 25th, 2024



ELO Grant Eligibility & Requirements

- Target student participation qualifies as 40% low-income
- Your Organization has at least 3-5 years of past programming experience.
- Active partnership in funding, programming, and/or staffing.
- Focus on **Math** and/or **Reading Literacy** academics
- **Pre/post-testing** of students specific to the programming efforts
- 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.
- ESSER ELO Afterschool (Spring '23) and Summer '23 grant awardees:
 - Previous Grant's Final Expenditure Report and grant outcome reports must be completed prior to the new application submission.



ELO Grant Eligibility & Requirements

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

- The Office of Public Instruction uses **E-Grants** to manage this grant.
- Grant outcome reporting is required.
 - [Final Expenditure Report](#)
 - Outcome data report
- Funds are allocated in E-Grants, drawn down through Cash Requests for allowable expenditures.
 - Cash Requests must be submitted by 25th of each month.
 - Payments will be processed by the 10th of the following month.
- Funds must be expended between September 2023 and August 2024.
 - Grant portal open: August 15th, 2023
 - Grant portal closes: When funds are depleted
 - Grant award notifications ongoing until: October 25th, 2023
 - Outcome reporting will be: May and September 2024
 - Grant cycle will end:
 - **Afterschool Grant cycle will end in May 2024:**
 - Cash Requests due no later than May 25th, 2024
 - Final Expenditure Reports (FERs) due no later than June 25th, 2023
 - **Summer Grant cycle will end in August 2024:**
 - Cash Requests due no later than August 25th, 2024
 - Final Expenditure Reports (FERs) due no later than September 25th, 2023



ELO Grant Program Scope

The **Program Scope** document is a required component of the ELO grant application. Step-by-step instructions at end of this slide deck.

Download and complete the Scope **before** filling out your **E-Grants** application.

Answers may be copied/pasted into E-Grants.

- Scope document PDF is here: [https://opi.mt.gov/Portals/182/COVID-19/ESSER/Allocation%20Updates/ff%20Project%20Scope%20ELO%2023-24%20grant%20template%20Aug23%20\(13\).docx?ver=2023-08-14-154315-863](https://opi.mt.gov/Portals/182/COVID-19/ESSER/Allocation%20Updates/ff%20Project%20Scope%20ELO%2023-24%20grant%20template%20Aug23%20(13).docx?ver=2023-08-14-154315-863)
- Editable word document is available by request – email allison.agostino@mt.gov

File uploaded must be named: OrganizationName-LE-ProgramName-ELO Scope 23-24.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 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	
Primary Contact Phone #(s)	
Primary Contact Email(s)	

Project/Program Name What are you calling your program or project?	AFTERSCHOOL Program: ____ SUMMER Program: ____
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.	AFTERSCHOOL Program: ____ SUMMER Program: ____
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 AFTERSCHOOL Program Budget: \$ ____ <ul style="list-style-type: none"> • Staffing (salaries & benefits): \$ ____ • Professional Development: \$ ____ • Curriculum: \$ ____ • Supplies: \$ ____ • [Other budget categories]: \$ ____ AFTERSCHOOL Program Funding Sources: <ul style="list-style-type: none"> • ESSER ELO Afterschool '23-24 Grant: \$25,000 possible = ____% of budget <ul style="list-style-type: none"> ◦ Specific budget categories funded by this grant? • [Other funding sources]: \$ ____ = ____% of budget Total SUMMER Program Budget: \$ ____ <ul style="list-style-type: none"> • Staffing (salaries & benefits): \$ ____ • Professional Development: \$ ____ • Curriculum: \$ ____ • Supplies: \$ ____ • [Other budget categories]: \$ ____ SUMMER Program Funding Sources: <ul style="list-style-type: none"> • ESSER ELO Summer '24 Grant: \$25,000 possible = ____% of budget <ul style="list-style-type: none"> ◦ Specific budget categories funded by this grant? • [Other funding sources]: \$ ____ = ____% of budget



ELO Grant Program Scope

The **Program Scope** document has instructions to help you fill it out!

Instructions are located below the **headings** in the grey columns to the left. Each section will include instructions to assist you in filling it out.

File uploaded must be named: OrganizationName-LE-ProgramName-ELO Scope 23-24.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 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.	
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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 AFTERSCHOOL Program Budget: \$ ____ <ul style="list-style-type: none"> • Staffing (salaries & benefits): \$ ____ • Professional Development: \$ ____ • Curriculum: \$ ____ • Supplies: \$ ____ • [Other budget categories]: \$ ____ AFTERSCHOOL Program Funding Sources: <ul style="list-style-type: none"> • ESSER ELO Afterschool '23-24 Grant: \$25,000 possible = ____% of budget <ul style="list-style-type: none"> ◦ Specific budget categories funded by this grant? • [Other funding sources]: \$ ____ = ____% of budget Total SUMMER Program Budget: \$ ____ <ul style="list-style-type: none"> • Staffing (salaries & benefits): \$ ____ • Professional Development: \$ ____ • Curriculum: \$ ____ • Supplies: \$ ____ • [Other budget categories]: \$ ____ SUMMER Program Funding Sources: <ul style="list-style-type: none"> • ESSER ELO Summer '24 Grant: \$25,000 possible = ____% of budget <ul style="list-style-type: none"> ◦ Specific budget categories funded by this grant? • [Other funding sources]: \$ ____ = ____% of budget



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.

In the first table, please fill in the most up-to-date contact information for your organization.

File uploaded must be named:

OrganizationName-LE-ProgramName-ELO Scope 23-24.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 Who is the person who will be processing the grant requests for cash, providing data for required reports, and managing the programming effort? <i>(If this is multiple different people, please list each with Name/Title)</i> In E-Grants this person is referred to as the Authorized Representative.	
Primary Contact Phone #(s)	
Primary Contact Email(s)	



Scope Document Overview

- See Slides 55-74 for step-by-step instructions

File uploaded must be named: **OrganizationName-LE-ProgramName-ELO Scope 23-24.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 each, providing data for required reports, and managing the programming effort? (If there is multiple different people, please list each with Name/Title)</small>	
Primary Contact Phone #	
Primary Contact Email	

Project/Program Name <small>What are you calling your program or project?</small>	AFTERSCHOOL Program: _____ SUMMER Program: _____
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 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>	AFTERSCHOOL Program: _____ SUMMER Program: _____
Program History <small>Summarize the previous program experience and years in service.</small>	
Budget 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 <u>intended</u> the funds will be used for?</small>	Total AFTERSCHOOL Program Budget: \$ _____ <ul style="list-style-type: none"> • Staffing (salaries & benefits): \$ _____ • Professional Development: \$ _____ • Curriculum: \$ _____ • Supplies: \$ _____ • [Other budget categories]: \$ _____ AFTERSCHOOL Program Funding Sources: <ul style="list-style-type: none"> • ESSER ELO Afterschool '23-24 Grant: \$25,000 possible = _____ % of budget <ul style="list-style-type: none"> o Specific budget categories funded by this grant? • [Other funding sources]: \$ _____ = _____ % of budget Total SUMMER Program Budget: \$ _____ <ul style="list-style-type: none"> • Staffing (salaries & benefits): \$ _____ • Professional Development: \$ _____ • Curriculum: \$ _____ • Supplies: \$ _____ • [Other budget categories]: \$ _____ SUMMER Program Funding Sources: <ul style="list-style-type: none"> • ESSER ELO Summer '24 Grant: \$25,000 possible = _____ % of budget <ul style="list-style-type: none"> o Specific budget categories funded by this grant? • [Other funding sources]: \$ _____ = _____ % of budget

Program Timelines <small>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, 2022 - August 31, 2024).</small>	AFTERSCHOOL Date range: _____ <ul style="list-style-type: none"> • AFTERSCHOOL Days/week: _____ • AFTERSCHOOL Times: _____ SUMMER Date range: _____ <ul style="list-style-type: none"> • SUMMER Days/week: _____ • SUMMER Times: _____
SMART Goals/Objectives <ul style="list-style-type: none"> • Specific, • Measurable (how do you know objectives are met), • Achievable (but achievable), • Realistic, • Timely (when will goal be achieved). <small>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 these goals.</small>	AFTERSCHOOL Program Goal 1: _____ <ul style="list-style-type: none"> • Evidence-Based Strategy 1: _____ AFTERSCHOOL Program Goal 2: _____ <ul style="list-style-type: none"> • Evidence-Based Strategy 2: _____ AFTERSCHOOL Program Goal 3: _____ <ul style="list-style-type: none"> • Evidence-Based Strategy 3: _____ SUMMER Program Goal 1: _____ <ul style="list-style-type: none"> • Evidence-Based Strategy 1: _____ SUMMER Program Goal 2: _____ <ul style="list-style-type: none"> • Evidence-Based Strategy 2: _____ SUMMER Program Goal 3: _____ <ul style="list-style-type: none"> • Evidence-Based Strategy 3: _____
Student Gains <small>List at least 3 specific student gains as a result of this grant and programming effort. Please also indicate the need for the grant funding and the student gains to avoid (manage, prevent, reduce).</small>	Student Gain 1: _____ Student Gain 2: _____ Student Gain 3: _____
School Partnerships <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: https://opi.mt.gov/OYVH/19-Information-Webinars/1046917074-overview-and-districts</small>	Local School District Name(s): _____ Copy-and-Paste the Link(s) to School Plan(s): _____ Specific School Plan goals supported by this program: _____
Partnerships <small>What other organizations are helping in the programming, financing, and/or staffing of the program effort?</small>	
Pre/post testing <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/posttests specific to this programming effort.</small>	AFTERSCHOOL Program: _____ SUMMER Program: _____
Anticipated Participation & Demographics <small>Please describe the anticipated student population served by your program(s). Please include grade levels, number of students.</small>	Geographic Area(s) Served: _____ AFTERSCHOOL Program: <ul style="list-style-type: none"> • Anticipated # of students: _____ • Anticipated # of students who will attend at least 51% of time offered: _____

<small>geographic area, and other demographics or at-risk status (such as low income, learning disabilities, first generation, <u>immigrants</u>, etc.) Feel free to include any demographic details you feel are relevant. Which methods are you using to determine this data?</small>	<ul style="list-style-type: none"> • Anticipated # of students who are low-income qualifying: _____ • Anticipated Grade Levels served: _____ • Anticipated Demographics / At-Risk Statuses: _____ SUMMER Program: <ul style="list-style-type: none"> • Anticipated # of students: _____ • Anticipated # of students who will attend at least 51% of time offered: _____ • Anticipated Grade Levels served: _____ • Anticipated Demographics / At-Risk Statuses: _____
Reducing Barriers to Participation <small>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.</small>	Financial considerations: _____ Transportation considerations: _____ Other considerations: _____
Program Evaluation <small>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.</small>	
Staff and Qualifications <small>Please describe how your program will be staffed, including position titles, certifications, and other qualifications. Afterschool and Summer staffing differ. Please specify differences.</small>	
Professional Development <small>Describe the training you will provide to staff as part of the program effort.</small>	

After completing the table above, you may include additional information at the end of this document. Must be included in the **same single file**. For example, you could include the actual pre/posttests you want to use, or staff qualification lists, or links to evidence-based curriculum you are using.

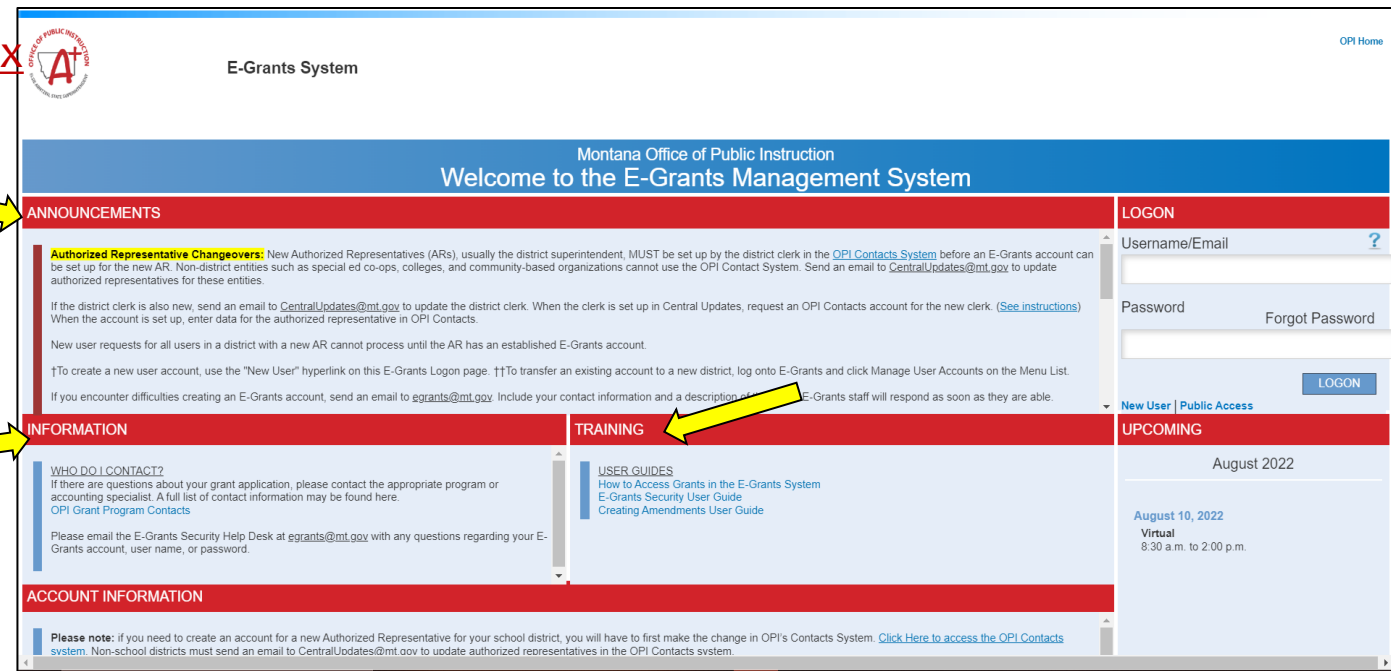


ELO Grant in E-Grants

- 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>

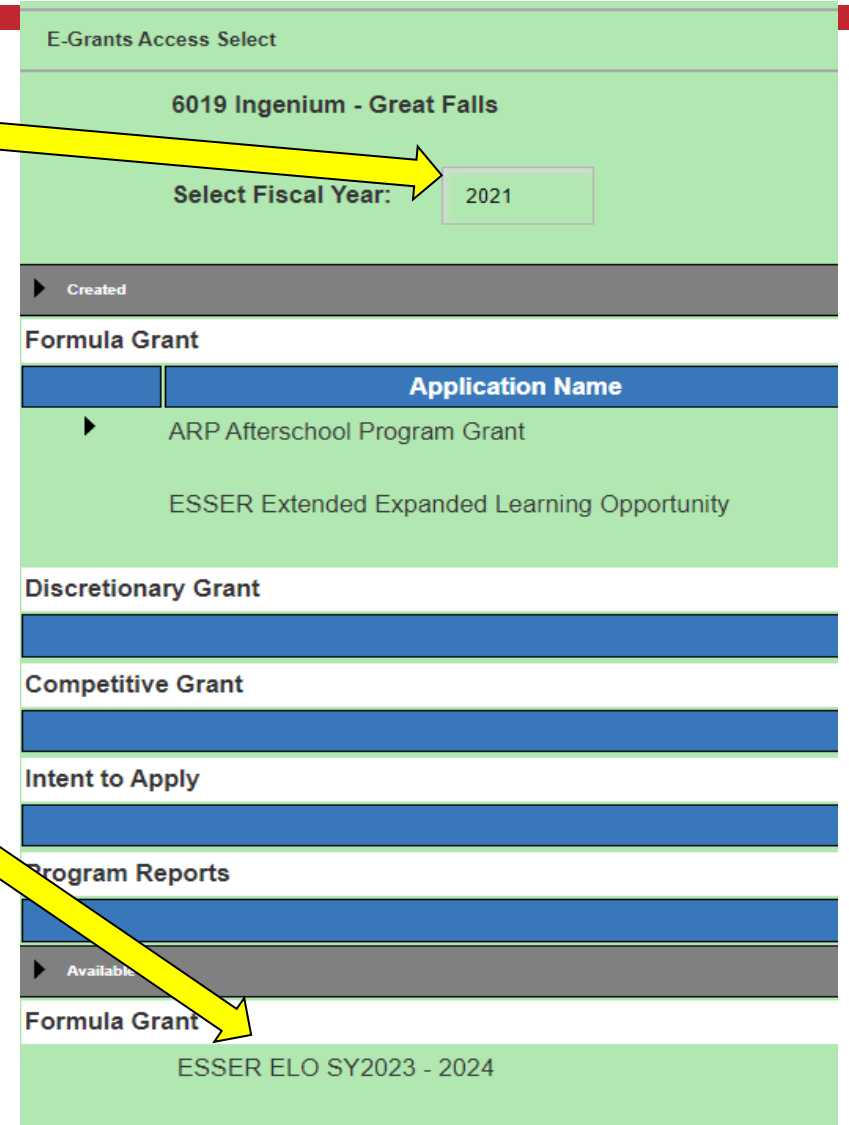
On the E-Grants Login page, there is helpful information in case you ever need it



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 ELO SY2023-2024

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



E-Grants Access Select

6019 Ingenium - Great Falls

Select Fiscal Year:

Created

Formula Grant

	Application Name
▶	ARP Afterschool Program Grant
	ESSER Extended Expanded Learning Opportunity

Discretionary Grant

Competitive Grant

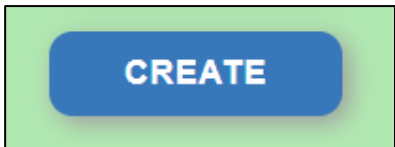
Intent to Apply

Program Reports

Available

Formula Grant

ESSER ELO SY2023 - 2024





ELO Grant in E-Grants

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

The screenshot displays the E-Grants System interface. At the top left is the OPI logo. The main header reads "E-Grants System". Below this, the applicant information is shown: "Applicant: 6019 Ingenium - Great Falls" and "Application Cycle: 2020-2021 ESSER ELO SY2024 - 00-Original Application". The school year is "1/1/2021 - 11/10/2023". A dropdown menu is open, showing "ESSER ELO Extended-Expanded Learning Opp SY23-24". A navigation bar contains buttons for "ESSER ELO", "CONTACT INFORMATION", "ALLOCATIONS", "PROGRAM DETAIL", "ASSURANCES", "AMENDMENT DESCRIPTION", "SUBMIT", "APPLICATION HISTORY", "PAGE_LOCK CONTROL", and "APPLICATION PRINT". Below this is a sub-navigation bar with "OVERVIEW" and "GRANT INFORMATION AND REQUIREMENTS". The "Overview" section contains a "Note" about the grant's funding and reporting requirements, "Program" information, "General Grant Information" with a link to "General Grant Information", and a "Purpose" section with a list of goals.

E-Grants System

Applicant: 6019 Ingenium - Great Falls

Application Cycle: 2020-2021 ESSER ELO SY2024 - 00-Original Application

School Year: 1/1/2021 - 11/10/2023

Click dropdown to access program specific pages: ESSER ELO Extended-Expanded Learning Opp SY23-24

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

OVERVIEW GRANT INFORMATION AND REQUIREMENTS

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 2023 and August 2024 and must match programming time periods.

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

Program: Montana ESSER Subgrant

General Grant Information: [General Grant Information](#)

Purpose: 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.



E-Grants Application – ESSER ELO Tab

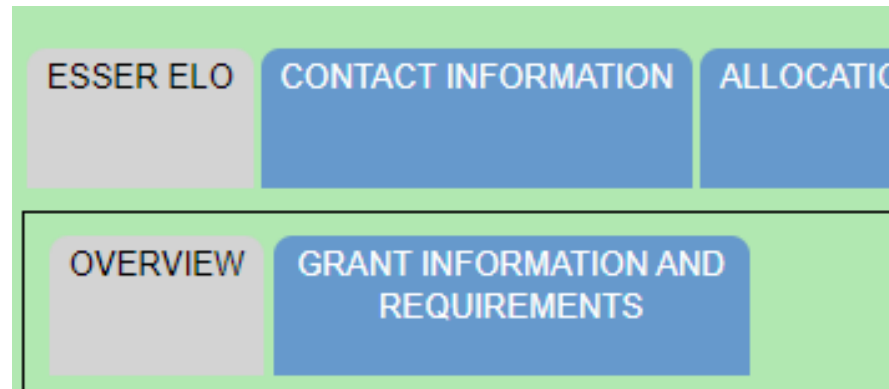
The first tab is “ESSER ELO” and has 2 subtabs:

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

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 at least one (up to 5) email address(es) 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 – 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
Current Year Funds		
Allocation	\$0	\$0
ReAllocated (+)	\$0	\$0
Released (-)	\$0	\$0
Total Current Year Funds	\$0	\$0
Prior Year(s) Funds		
Carryover (+)	\$0	\$0
ReAllocated (+)	\$0	\$0
Total Prior Year(s) Funds	\$0	\$0
Sub Total	\$0	\$0
Multi-District		
Transfer In (+)	\$0	\$0
Transfer Out (-)	\$0	\$0
Administrative Agent		
Adjusted Sub Total	\$0	\$0
Total Available for Budgeting	\$0	\$0



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

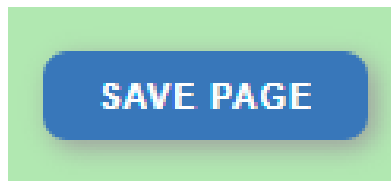


SITE INFORMATION Subtab contains:

- 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)

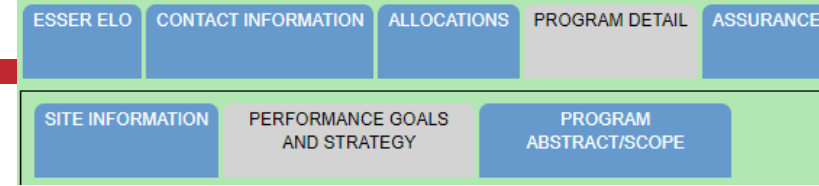
When complete, remember to **SAVE PAGE** at the bottom of the screen!

(You might have to scroll down)





E-Grants Application – Program Detail Tab

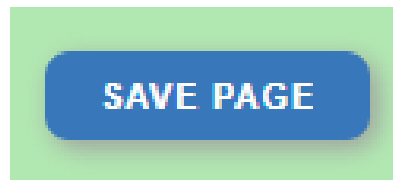


PERFORMANCE GOALS AND STRATEGY Subtab:

- 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.

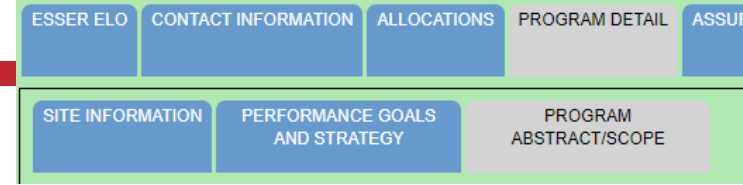
When complete, remember to **SAVE PAGE** at the bottom of the screen!

(You might have to scroll down)





E-Grants Application – Program Detail Tab

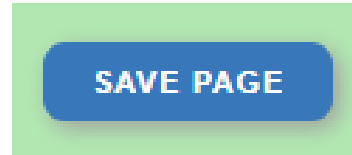


PROGRAM ABSTRACT/SCOPE Subtab:

- 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)

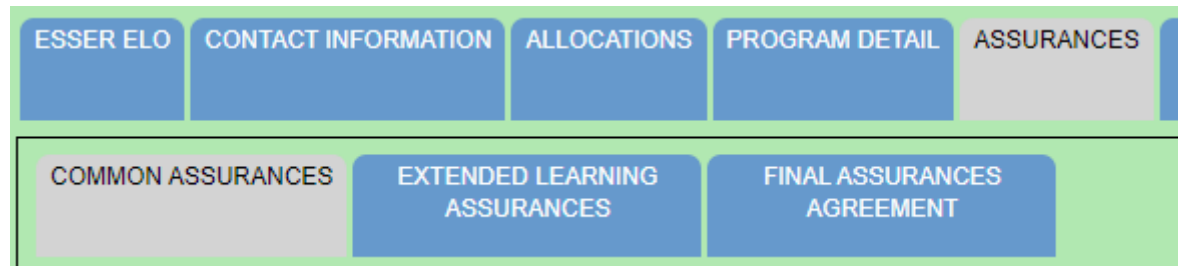




E-Grants Application – Assurances Tab

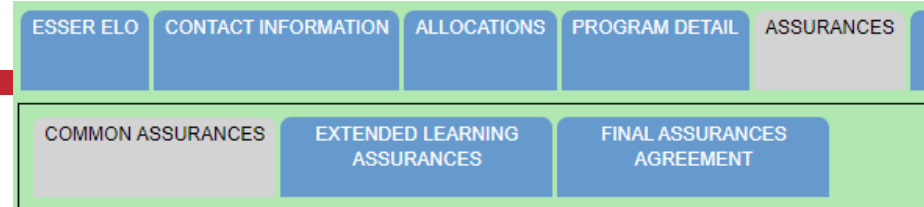
The “Assurances” tab has 3 subtabs:

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





E-Grants Application – Assurances Tab



COMMON ASSURANCES

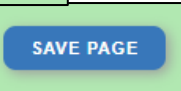
- This page consolidates common assurances required by federal law that apply to ALL federal programs, not just the ELO grant.
- There may be some assurances on this page which may not apply to your program.
- You are still required to read, understand, and agree to ALL assurances on this page.

Common Assurances for Federal Programs

[Click for Instructions](#)

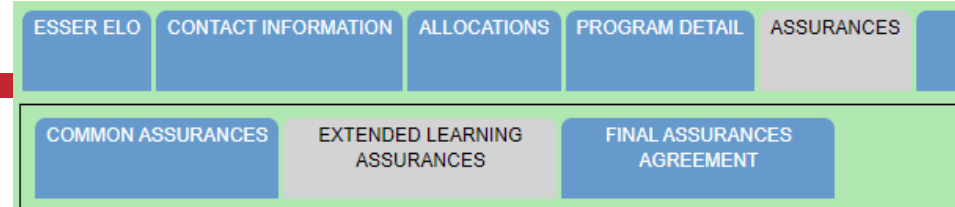
By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below, as applicable to the program(s) for which funding is requested.

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





E-Grants Application – Assurances Tab



EXTENDED LEARNING ASSURANCES

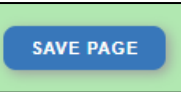
- This page contains assurances which are related to the ELO grant and the ARP ESSER funds (which established funding for the ELO grant).
- There may be some assurances on this page which may not apply to your program.
- You are still required to read, understand, and agree to ALL assurances on this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

ESSER ELO CONTACT INFORMATION ALLOCATIONS PROGRAM DETAIL ASSURANCES AMENDMENT DESCRIPTION SUBMIT APPLICATION HISTORY PAGE_LOCK CONTROL APPL

COMMON ASSURANCES EXTENDED LEARNING ASSURANCES FINAL ASSURANCES AGREEMENT

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

LEGAL ENTITY AGREES

The assurances were fully agreed to on this date: [grey box]

Do not type into the grey box(es), this will generate an Error Message and will NOT save your page!



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
-----------	---------------------	-------------	----------------	------------	-----------------------	--------	---------------------	-------------------	-------------------

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/ShOIw9eLo2Q>



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
 - 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 ELO Extended-Expanded Learning Opp SY23-24

ESSER ELO Extended-Expanded Learning Opp SY23-24

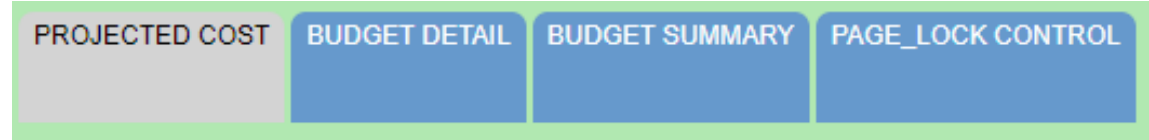
ESSER ELO After School SY23-24

ESSER ELO Summer SY23-24

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



Budget Pages in the ELO Grant



To qualify for the ESSER ELO Summer SY23-24 grant, applicants must complete the **Projected Costs** page. The Projected Costs page is intended to show all the anticipated expenditures needed to run the program. For each Object Code, there is a text box for the item description, and a “Projected Cost” box for the \$amount needed in that object code. You can refer to the [Description of Object Codes](#) for guidance on what each code is.

Applicant: 6019 Ingenium - Great Falls Click dropdown to access program specific pages: ESSER ELO After School SY23-24

Application: 2020-2021 ESSER ELO SY2024 - 00- School Year: 1/1/2021 - 11/10/2023

Cycle: Original Application

PROJECTED COST BUDGET DETAIL BUDGET SUMMARY PAGE_LOCK CONTROL

Projected Costs

[Click for Instructions](#)

To qualify for the ESSER ELO Summer SY23-24 grant, applicants must complete the Projected Costs below. The Projected Costs page is intended to show all the anticipated expenditures needed to run a successful program the Grant Manager to determine whether the project intends to make optimal or logical use of its funds.

THE BUDGET DETAIL PAGE FOUND ON THE NEXT TAB DOES NOT NEED TO BE COMPLETED IN THE ORIGINAL APPLICATION.

100 Personal Service Salaries – Salaries

Expenditure Description and Itemization Projected Cost



Budget Pages show \$0.00

PROJECTED COST	BUDGET DETAIL	BUDGET SUMMARY	PAGE_LOCK CONTROL
----------------	---------------	----------------	-------------------

When you initially fill out the E-Grants application, the Allocation tab and the Budget Detail Pages will show \$0.00 – this is okay!

- OPI will not allocate funds until after your Original Application is approved.

Paid to Date Amounts	100 Personal Service-Salaries	200 Employee Benefits	300 Purchased Professional and Technical	400 Purchased Property Services	500 Other Purchased Services	600 Supplies	Indirect Cost
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Budgeted Amounts by Object Code	\$0	\$0	\$0	\$0	\$0	\$0	\$0

When budgeting for salaries please budget approximately 20% of salaries for benefits.

Object Code	Purpose Category	Use of Funds	Expenditure Description and Itemization	ESSERAfterSchoolSY24 Funds	Delete Row
				0	<input type="checkbox"/>
				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//DescriptionofPurposeCategoriesandObjectCodesESSERELOSY2024.pdf>
- If you are applying for both the Afterschool *and* Summer Grants, you must differentiate between the grants.

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 AFTERSCHOOL Program Budget: \$ ____ <ul style="list-style-type: none">• Staffing (salaries & benefits): \$ ____• Professional Development: \$ ____• Curriculum: \$ ____• Supplies: \$ ____• [Other budget categories]: \$ ____ AFTERSCHOOL Program Funding Sources: <ul style="list-style-type: none">• ESSER ELO Afterschool '23-24 Grant: \$25,000 possible = ____% of budget<ul style="list-style-type: none">○ Specific budget categories funded by this grant?• [Other funding sources]: \$ ____ = ____% of budget Total SUMMER Program Budget: \$ ____ <ul style="list-style-type: none">• Staffing (salaries & benefits): \$ ____• Professional Development: \$ ____• Curriculum: \$ ____• Supplies: \$ ____• [Other budget categories]: \$ ____ SUMMER Program Funding Sources: <ul style="list-style-type: none">• ESSER ELO Summer '24 Grant: \$25,000 possible = ____% of budget<ul style="list-style-type: none">○ Specific budget categories funded by this grant?• [Other funding sources]: \$ ____ = ____% of budget
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Back to the Application

After you've finished filling out your Projected Budget, you need to navigate back to the application tabs.

- In the top right-hand side of the application page, there is a drop-down menu.
- Select “ESSER ELO Extended-Expanded Learning Opp SY23-24”

Click dropdown to access program specific pages:

ESSER ELO Extended-Expanded Learning Opp SY23-24

ESSER ELO Extended-Expanded Learning Opp SY23-24

ESSER ELO After School SY23-24

ESSER ELO Summer SY23-24

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



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 any errors.

2. Submit the application

- a. If the 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”

[ESSER ELO](#)
[CONTACT INFORMATION](#)
[ALLOCATIONS](#)
[PROGRAM DETAIL](#)
[ASSURANCES](#)
[AMENDMENT DESCRIPTION](#)
[SUBMIT](#)
[APPLICATION HISTORY](#)
[PAGE_LOCK CONTROL](#)
[APPLICATION PRINT](#)

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.

[ESSER ELO](#)
[CONTACT INFORMATION](#)
[ALLOCATIONS](#)
[PROGRAM DETAIL](#)
[ASSURANCES](#)
[AMENDMENT DESCRIPTION](#)
[SUBMIT](#)
[APPLICATION HISTORY](#)
[PAGE_LOCK CONTROL](#)
[APPLICATION PRINT](#)

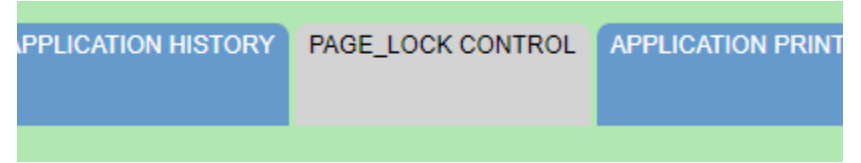
Application History (Read Only)

[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



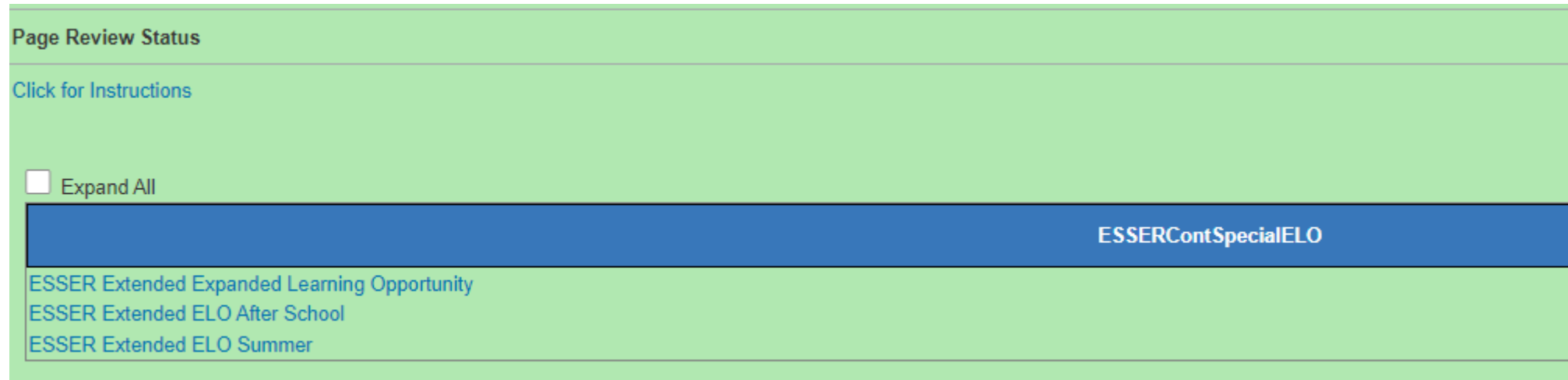
E-Grants Application – Page_Lock Control Tab



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

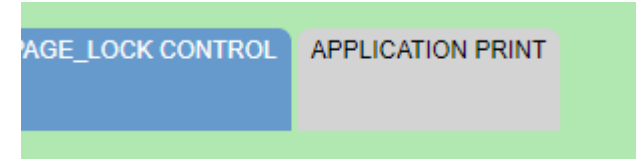
After running a Consistency Check or submitting an application for OPI review, pages will be **locked** to prevent accidental changes.

- 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.

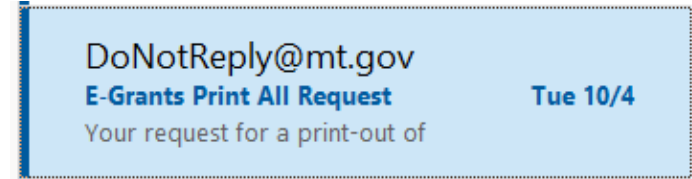




E-Grants Application – Application Print Tab



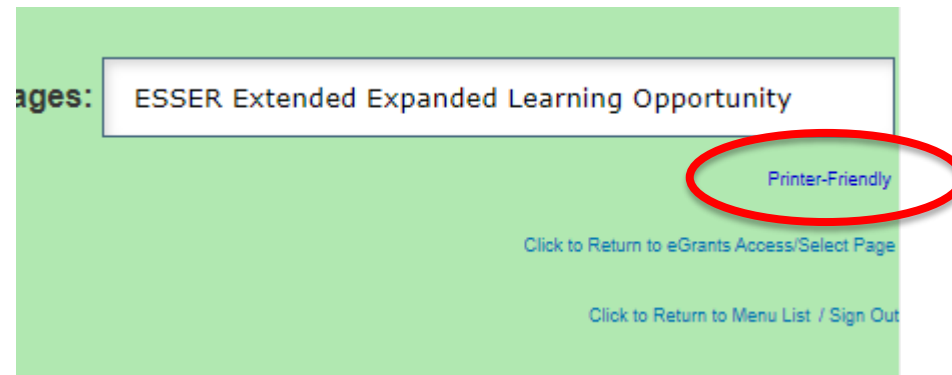
- Select which pages you want to print (check the box next to each page).
- Click “Request Print” button at bottom of the page.
- You will receive an email documenting your request.
- Print will be ready at the top of the hour.



The screenshot shows the 'Request Print Job' section of the application. It includes a 'Selectable Application Print' header, a 'Click for Instructions' link, and a list of three items with checkboxes: 'ESSER Extended Expanded Learning Opportunity', 'ESSER Extended ELO After School', and 'ESSER Extended ELO Summer'. Below this list is a blue button labeled 'REQUEST PRINT', which is circled in red. The interface also features a top navigation bar with tabs for 'ESSER ELO', 'CONTACT INFORMATION', 'ALLOCATIONS', 'PROGRAM DETAIL', 'ASSURANCES', 'AMENDMENT DESCRIPTION', 'SUBMIT', 'APPLICATION HISTORY', 'PAGE_LOCK CONTROL', and 'APPLICATION PRINT'. At the bottom, there are sections for '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						
Formula Grant						
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](#)

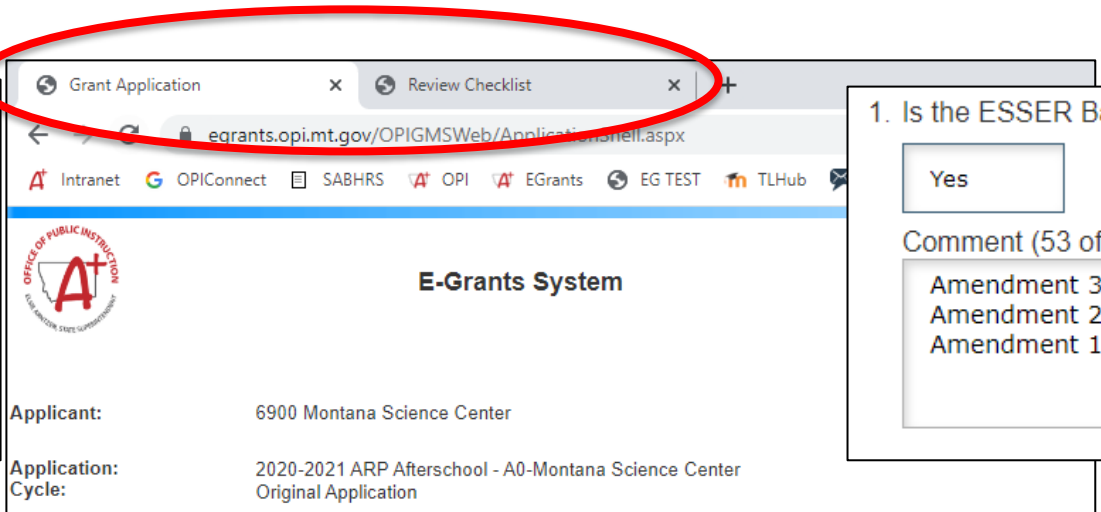
Review Summary

[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](#)



The screenshot shows a browser window with two tabs: "Grant Application" and "Review Checklist". The "Review Checklist" tab is active and circled in red. The URL is egrants.opi.mt.gov/OPIGMSWeb/ApplicationShell.aspx. The page title is "E-Grants System". The applicant information is: 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/KcaSy23PZsM>



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.

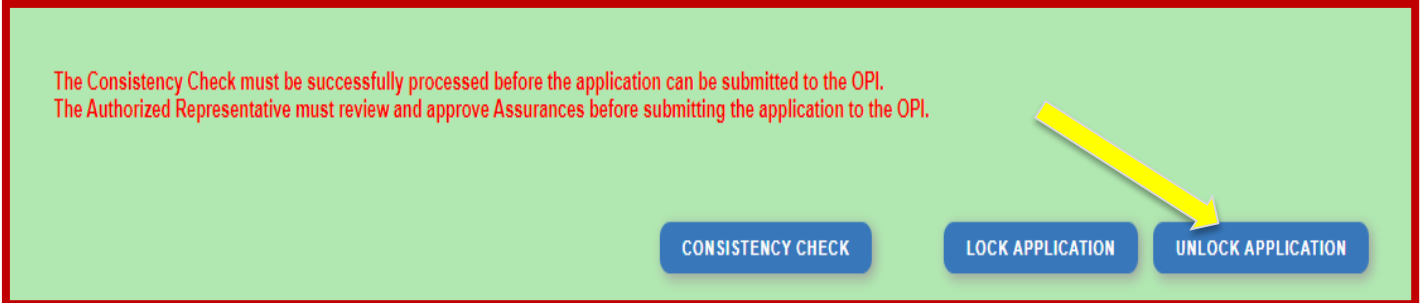
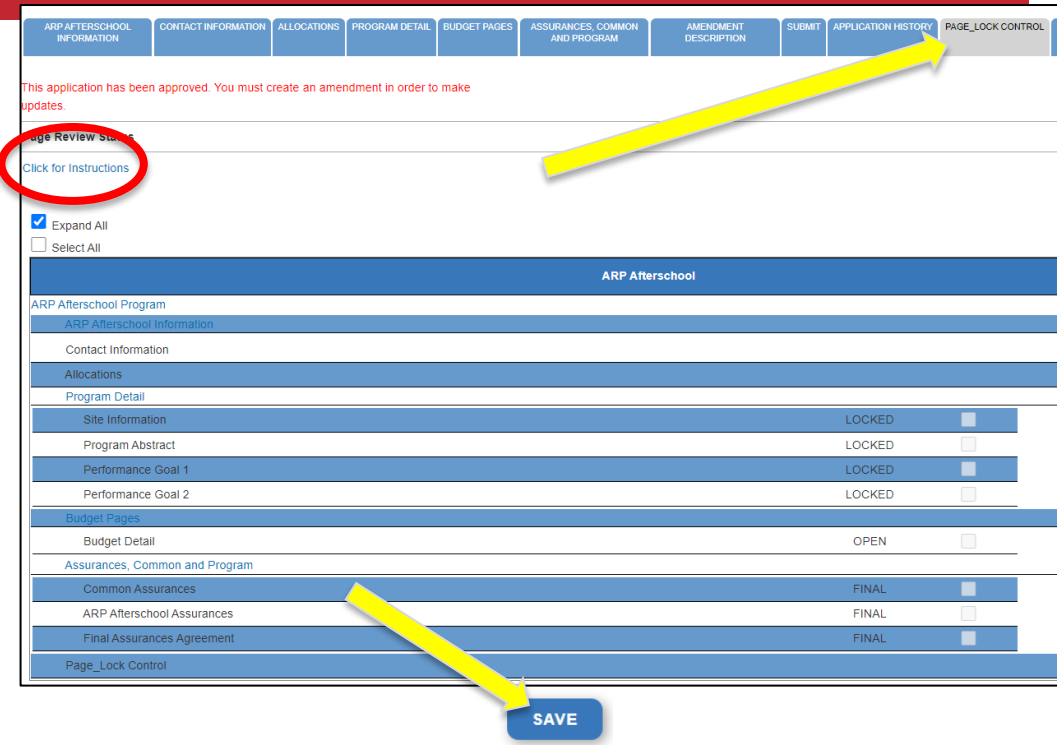
CONSISTENCY CHECK LOCK APPLICATION UNLOCK APPLICATION

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





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.

	Application Name	Revision	Status
▶	ARP Afterschool Program Grant		
	ESSER Extended Expanded Learning Opportunity	Amendment 3	Final Approved View GAN
	ESSER ELO Extended-Expanded Learning Opportunity SY23-24	Original Application	Not Submitted

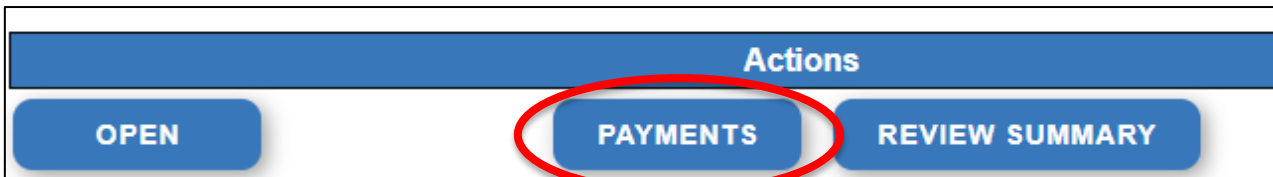
Amendment/Cash Request Timeline



- **Hundreds** of amendments & cash requests are submitted monthly from Organizations across that state. 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 25th of each month**, in order to be **paid by the 10th** 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 25th deadline, the Cash Request will be processed during the next month.
 - Submit CR on Sept 15th fastest turn around Oct 10th
 - Submit CR on Sept 25th fastest turn around Oct 10th
 - Submit CR on Sept 27th fastest turn around Nov 10th

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



Vendor 0000023560 001

[VIEW CASH REQUESTS/EXPENDITURE REPORTS](#)

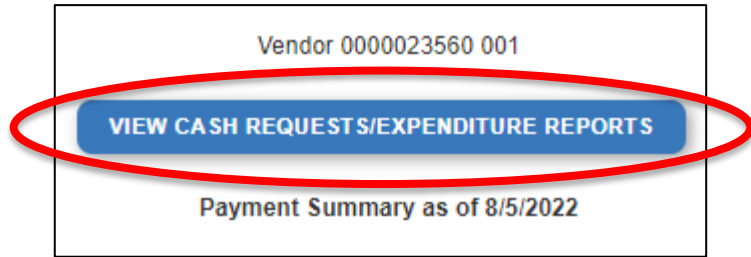
Payment Summary as of 8/5/2022

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



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 ESSER ELO Extended-Expanded Learning Opp SY23-24
ESSER ELO Extended-Expanded Learning Opp SY23-24
ESSER ELO After School SY23-24
ESSER ELO Summer SY23-24

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

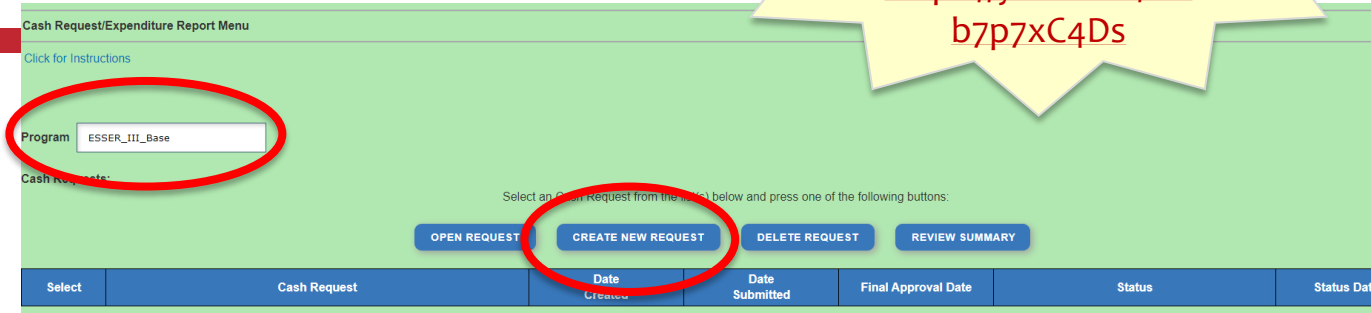
- Select the bubble next to the Cash Request you want to view...
- Click “Open Request” button to see individual expenses

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 ELO Afterschool or Summer:
 - Select the desired Program (Budget Page) to request out of
- 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

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

- Select “Calculate Totals” at bottom

- 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?

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.

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



Additional Resources

- Free Programming Ideas
 - Summer Learning Opportunities
- Online Training Resources
- ParentingMontana.org
- 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>

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OFFICE OF PUBLIC INSTRUCTION PUTTING MONTANA STUDENTS FIRST

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Montana Office of Public Instruction

Welcome to the Office of Public Instruction

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

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

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

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

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

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OFFICE OF PUBLIC INSTRUCTION PUTTING MONTANA STUDENTS FIRST

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Extended/Expanded Learning Opportunity (ELO)

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

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

- 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

E-Grants Login Page:

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

Thank You!

Feel free to ask questions!

ESSER/ELO Program Questions

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

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

Cash Request Questions

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



Scope Document Overview

• See Slides below for step-by-step instructions

File uploaded must be named: **OrganizationName-LE-ProgramName-ELO Scope 23-24.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 each, providing data for required reports, and managing the programming effort? (NOTE: If multiple different people, please list each with Name/Title)</small>	
Primary Contact Phone #	
Primary Contact Email(s)	

Project/Program Name <small>What are you calling your program or project?</small>	AFTERSCHOOL Program: _____ SUMMER Program: _____
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 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>	AFTERSCHOOL Program: _____ SUMMER Program: _____
Program History <small>Summarize the previous program experience and years in service.</small>	
Budget 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 <u>intended</u> the funds will be used for?</small>	Total AFTERSCHOOL Program Budget: \$ _____ <ul style="list-style-type: none"> • Staffing (salaries & benefits): \$ _____ • Professional Development: \$ _____ • Curriculum: \$ _____ • Supplies: \$ _____ • [Other budget categories]: \$ _____ AFTERSCHOOL Program Funding Sources: <ul style="list-style-type: none"> • ESSER ELO Afterschool '23-24 Grant: \$25,000 possible = _____ % of budget <ul style="list-style-type: none"> ◦ Specific budget categories funded by this grant? • [Other funding sources]: \$ _____ = _____ % of budget Total SUMMER Program Budget: \$ _____ <ul style="list-style-type: none"> • Staffing (salaries & benefits): \$ _____ • Professional Development: \$ _____ • Curriculum: \$ _____ • Supplies: \$ _____ • [Other budget categories]: \$ _____ SUMMER Program Funding Sources: <ul style="list-style-type: none"> • ESSER ELO Summer '24 Grant: \$25,000 possible = _____ % of budget <ul style="list-style-type: none"> ◦ Specific budget categories funded by this grant? • [Other funding sources]: \$ _____ = _____ % of budget

Program Timelines <small>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, 2022 - August 31, 2024).</small>	AFTERSCHOOL Date range: _____ <ul style="list-style-type: none"> • AFTERSCHOOL Days/week: _____ • AFTERSCHOOL Times: _____ SUMMER Date range: _____ <ul style="list-style-type: none"> • SUMMER Days/week: _____ • SUMMER Times: _____
SMART Goals/Objectives <ul style="list-style-type: none"> • Specific, • Measurable (how do you know objectives are met), • Achievable (but achievable), • Realistic, • Timely (when will goal be achieved). <small>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 these goals.</small>	AFTERSCHOOL Program Goal 1: _____ <ul style="list-style-type: none"> • Evidence-Based Strategy 1: _____ AFTERSCHOOL Program Goal 2: _____ <ul style="list-style-type: none"> • Evidence-Based Strategy 2: _____ AFTERSCHOOL Program Goal 3: _____ <ul style="list-style-type: none"> • Evidence-Based Strategy 3: _____ SUMMER Program Goal 1: _____ <ul style="list-style-type: none"> • Evidence-Based Strategy 1: _____ SUMMER Program Goal 2: _____ <ul style="list-style-type: none"> • Evidence-Based Strategy 2: _____ SUMMER Program Goal 3: _____ <ul style="list-style-type: none"> • Evidence-Based Strategy 3: _____
Student Gains <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 avoid (manage, prevent, reduce).</small>	Student Gain 1: _____ Student Gain 2: _____ Student Gain 3: _____
School Partnerships <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: https://opi.mt.gov/OYVH/19-Information-Webinars/1046917074-overview-and-districts</small>	Local School District Name(s): _____ Copy-and-Paste the Link(s) to School Plan(s): _____ Specific School Plan goals supported by this program: _____
Partnerships <small>What other organizations are helping in the programming, financing, and/or staffing of the program effort?</small>	
Pre/post testing <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/posttests specific to this programming effort.</small>	AFTERSCHOOL Program: _____ SUMMER Program: _____
Anticipated Participation & Demographics <small>Please describe the anticipated student population served by your program(s). Please include grade levels, number of students.</small>	Geographic Area(s) Served: _____ AFTERSCHOOL Program: <ul style="list-style-type: none"> • Anticipated # of students: _____ • Anticipated # of students who will attend at least 51% of time offered: _____

<small>geographic area, and other demographics or at-risk status (such as low income, learning disabilities, first generation, <u>immigrants</u>, etc.) Feel free to include any demographic details you feel are relevant. Which methods are you using to determine this data?</small>	<ul style="list-style-type: none"> • Anticipated # of students who are low-income qualifying: _____ • Anticipated Grade Levels served: _____ • Anticipated Demographics / At-Risk Statuses: _____ SUMMER Program: <ul style="list-style-type: none"> • Anticipated # of students: _____ • Anticipated # of students who will attend at least 51% of time offered: _____ • Anticipated Grade Levels served: _____ • Anticipated Demographics / At-Risk Statuses: _____
Reducing Barriers to Participation <small>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.</small>	Financial considerations: _____ Transportation considerations: _____ Other considerations: _____
Program Evaluation <small>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.</small>	
Staff and Qualifications <small>Please describe how your program will be staffed, including position titles, certifications, and other qualifications. <i>Afterschool and Summer staffing differ. Please specify differences.</i></small>	
Professional Development <small>Describe the training you will provide to staff as part of the program effort.</small>	

After completing the table above, you may include additional information at the end of this document. Must be included in the **same single file**. For example, you could include the actual pre/posttests you want to use, or staff qualification lists, or links to evidence-based curriculum you are using.



ELO Grant Program Scope

The **Program Scope** document is a required component of the ELO grant application. Step-by-step instructions at end of this slide deck.

Download and complete the Scope **before** filling out your E-Grants application.

Answers may be copy/pasted into E-Grants.

- Scope document PDF is here: [https://opi.mt.gov/Portals/182/COVID-19/ESSER/Allocation%20Updates/ff%20Project%20Scope%20ELO%2023-24%20grant%20template%20Aug23%20\(13\).docx?ver=2023-08-14-154315-863](https://opi.mt.gov/Portals/182/COVID-19/ESSER/Allocation%20Updates/ff%20Project%20Scope%20ELO%2023-24%20grant%20template%20Aug23%20(13).docx?ver=2023-08-14-154315-863)
- Editable word document is available by request – email allison.agostino@mt.gov

File uploaded must be named: OrganizationName-LE-ProgramName-ELO Scope 23-24.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>	AFTERSCHOOL Program: ____ SUMMER Program: ____
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>	AFTERSCHOOL Program: ____ SUMMER Program: ____
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 AFTERSCHOOL Program Budget: \$ ____ <ul style="list-style-type: none"> • Staffing (salaries & benefits): \$ ____ • Professional Development: \$ ____ • Curriculum: \$ ____ • Supplies: \$ ____ • [Other budget categories]: \$ ____ AFTERSCHOOL Program Funding Sources: <ul style="list-style-type: none"> • ESSER ELO Afterschool '23-24 Grant: \$25,000 possible = ____% of budget <ul style="list-style-type: none"> o Specific budget categories funded by this grant? • [Other funding sources]: \$ ____ = ____% of budget Total SUMMER Program Budget: \$ ____ <ul style="list-style-type: none"> • Staffing (salaries & benefits): \$ ____ • Professional Development: \$ ____ • Curriculum: \$ ____ • Supplies: \$ ____ • [Other budget categories]: \$ ____ SUMMER Program Funding Sources: <ul style="list-style-type: none"> • ESSER ELO Summer '24 Grant: \$25,000 possible = ____% of budget <ul style="list-style-type: none"> o Specific budget categories funded by this grant? • [Other funding sources]: \$ ____ = ____% of budget



ELO Grant Program Scope

The **Program Scope** document has instructions to help you fill it out!

Instructions are located below the **headings** in the grey columns to the left. Each section will include instructions to assist you in filling it out.

File uploaded must be named: OrganizationName-LE-ProgramName-ELO Scope 23-24.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 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	
Primary Contact Phone #(s)	
Primary Contact Email(s)	

Project/Program Name What are you calling your program or project?	AFTERSCHOOL Program: ____ SUMMER Program: ____
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.	AFTERSCHOOL Program: ____ SUMMER Program: ____
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 AFTERSCHOOL Program Budget: \$ ____ <ul style="list-style-type: none">• Staffing (salaries & benefits): \$ ____• Professional Development: \$ ____• Curriculum: \$ ____• Supplies: \$ ____• [Other budget categories]: \$ ____ AFTERSCHOOL Program Funding Sources: <ul style="list-style-type: none">• ESSER ELO Afterschool '23-24 Grant: \$25,000 possible = ____% of budget<ul style="list-style-type: none">◦ Specific budget categories funded by this grant?• [Other funding sources]: \$ ____ = ____% of budget Total SUMMER Program Budget: \$ ____ <ul style="list-style-type: none">• Staffing (salaries & benefits): \$ ____• Professional Development: \$ ____• Curriculum: \$ ____• Supplies: \$ ____• [Other budget categories]: \$ ____ SUMMER Program Funding Sources: <ul style="list-style-type: none">• ESSER ELO Summer '24 Grant: \$25,000 possible = ____% of budget<ul style="list-style-type: none">◦ Specific budget categories funded by this grant?• [Other funding sources]: \$ ____ = ____% of budget



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.

In the first table, please fill in the most up-to-date contact information for your organization.

File uploaded must be named: OrganizationName-LE-ProgramName-ELO Scope 23-24.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 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.	
Primary Contact Phone #(s)	
Primary Contact Email(s)	



ELO Grant Program Scope – Project/Program Name

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 Afterschool
- Summer Math Boot Camp
- Community Garden Project for Math and Literacy

If you are running both Afterschool and Summer programs, please list the titles for each.

Project/Program Name What are you calling your program or project?	AFTERSCHOOL Program: ____ SUMMER Program: ____
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ELO Grant Program Scope – Mission, Program Description & History

- Organization Mission/Philosophy: Include your organization’s mission and educational philosophy.

Organization Mission/Philosophy Include your organization’s mission and educational philosophy.	
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- Program Description: Describe what problem is being addressed, and your programming effort aimed 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.

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, programing, partnership efforts, etc.	AFTERSCHOOL Program: ____ SUMMER Program: ____
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If you are running both Afterschool and Summer programs, please list/describe the information for each.

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

Program History Summarize the previous program experience and years in service.	
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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//DescriptionofPurposeCategoriesandObjectCodesESSERELOS2024.pdf>

If you are running both Afterschool and Summer programs, please list/describe the information for each.

<p>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?</p>	<p>Total AFTERSCHOOL Program Budget: \$ ____</p> <ul style="list-style-type: none"> • Staffing (salaries & benefits): \$ ____ • Professional Development: \$ ____ • Curriculum: \$ ____ • Supplies: \$ ____ • [Other budget categories]: \$ ____ <p>AFTERSCHOOL Program Funding Sources:</p> <ul style="list-style-type: none"> • ESSER ELO Afterschool '23-24 Grant: \$25,000 possible = ____% of budget <ul style="list-style-type: none"> ○ Specific budget categories funded by this grant? • [Other funding sources]: \$ ____ = ____% of budget <p>Total SUMMER Program Budget: \$ ____</p> <ul style="list-style-type: none"> • Staffing (salaries & benefits): \$ ____ • Professional Development: \$ ____ • Curriculum: \$ ____ • Supplies: \$ ____ • [Other budget categories]: \$ ____ <p>SUMMER Program Funding Sources:</p> <ul style="list-style-type: none"> • ESSER ELO Summer '24 Grant: \$25,000 possible = ____% of budget <ul style="list-style-type: none"> ○ Specific budget categories funded by this grant? • [Other funding sources]: \$ ____ = ____% of budget
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ELO Grant Program Scope – Timeline

Fill in your program's Start and End month and year in Date range

If you are applying for **multiple grants** (Afterschool & Summer) you must differentiate between the grants.

Outline your programs' intended operating schedule(s) including days/week and time.

<p>Program Timelines 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></p>	<p>AFTERSCHOOL Date range: ____</p> <ul style="list-style-type: none">• AFTERSCHOOL Days/week: ____• AFTERSCHOOL Times: ____ <p>SUMMER Date range: ____</p> <ul style="list-style-type: none">• SUMMER Days/week: ____• SUMMER Times: ____
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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 – SMART Goals/Objectives

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

You must also include specific evidence-based practices/strategies used to meet those goals.

- *Example: Middle school cohort will improve their Geometry proficiency by building raised garden beds for the community garden. Montana Mathematics Standards will inform program curriculum, and pre/post testing will be used to measure student success.*

<p>SMART Goals/Objectives</p> <ul style="list-style-type: none">• Specific,• Measurable (how do you know objectives are met),• Ambitious (but achievable),• Realistic,• Timely (when will goal be achieved). <p>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.</p>	<p>AFTERSCHOOL Program Goal 1: ____</p> <ul style="list-style-type: none">• Evidence-Based Strategy 1: ____ <p>AFTERSCHOOL Program Goal 2: ____</p> <ul style="list-style-type: none">• Evidence-Based Strategy 2: ____ <p>AFTERSCHOOL Program Goal 3: ____</p> <ul style="list-style-type: none">• Evidence-Based Strategy 3: ____ <p>SUMMER Program Goal 1: ____</p> <ul style="list-style-type: none">• Evidence-Based Strategy 1: ____ <p>SUMMER Program Goal 2: ____</p> <ul style="list-style-type: none">• Evidence-Based Strategy 2: ____ <p>SUMMER Program Goal 3: ____</p> <ul style="list-style-type: none">• Evidence-Based Strategy 3: ____
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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 – Student Gains

List at least 3 specific student gains/benefits 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: ____
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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.



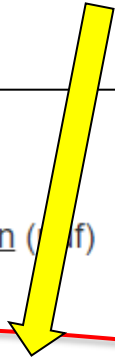
ELO Grant Program Scope – School Partnerships

Describe how your program supports your local district school plan.

- Include the school district name and link to the school plan you are referencing.

See the link below to find your local district plan to specify school plan goals supported by your program: <https://opi.mt.gov/COVID-19-Information/ESSER#10664912075-esser-state-and-district-plan>

<h3>Montana State and District Plans</h3> <ul style="list-style-type: none">▪ Montana State Plan (pdf)▪ Montana State Homeless Children and Youth Plan (pdf)▪ District Plans as of December 2022, Next Update June 2023 (pdf)<ul style="list-style-type: none">▪ MT OPI School District ARP ESSER Plan Template (pdf)▪ Model Safe Return to Schools and Continuity of Services Plan (pdf)



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): ____ Copy-and-Paste the Link(s) to School Plan(s): ____ Specific School Plan goals supported by this program: ____
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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 – Partnerships

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

If you represent a community organization, how are you partnering with the local school/district to support their ESSER ARP plan?

Examples:

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

<p>Partnerships What other organizations are helping in the programming, financing, and/or staffing of the program effort?</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 – Pre/Post Testing

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

Programs are required to include pre/post-testing of students, specific to the programming effort. **NOTE that STAR, MAP, and other Standardized tests do not qualify as pre/post-tests specific to the programming effort.**

Please add your tests to the end of your Scope Document so it is one continuous file.

<p>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?</p> <p><i>NOTE that STAR, MAP, and other Standardized tests do not qualify as pre/post tests specific to this programming effort.</i></p>	<p>AFTERSCHOOL Program: ____</p> <p>SUMMER Program: ____</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 – Anticipated Participation & Demographics

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

- Note: We recognize these numbers will be estimates, but please be as accurate as possible. This will give a baseline measure to compare to at the end of the grant cycle.

<p>Anticipated Participation & Demographics Please describe the anticipated student population served by your program(s). Please include grade levels, number of students, geographic area, and other demographics or at-risk status (such as low income, learning disabilities, first generation, <u>single-parent</u>, etc.) Feel free to include any demographic details you feel are relevant. Which methods are you using to determine this data?</p>	<p>Geographic Area(s) Served: ____</p> <p>AFTERSCHOOL Program:</p> <ul style="list-style-type: none">• 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 Demographics / At-Risk Statuses: ____ <p>SUMMER Program:</p> <ul style="list-style-type: none">• 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 Demographics / At-Risk Statuses: ____
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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 – Reducing Barriers to Participation

How will you ensure financial, transportation, and other 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.

<p>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.</p>	<p>Financial considerations: ____</p> <p>Transportation considerations: ____</p> <p>Other considerations: ____</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 Evaluation

Your program 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.

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 – Staff and Qualifications

List your program staff members and their qualifications.

Example:

- XX Staff member has the following qualifications:
 - CPR/AED/First Aid certified,
 - Trained/certified in PAX Good Behavior Game for self-regulation,
 - Trained in the Montana Behavioral Initiative
 - Bachelor’s Degree in Elementary Education from Montana State University

Staff and Qualifications

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

If Afterschool and Summer staffing differ, please specify differences.

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 – Professional Development

Describe the training you will provide to staff as a part of the program effort. Note that Professional Development is a required aspect of the ELO Grant, and ELO funds may be used to pay for PD.

Professional Development Describe the training you will provide to staff as part of the program effort.	
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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 – Any Additional Information

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

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

Required:

- Actual pre/post tests specific to the programming efforts.

Additional examples:

- Information about specific staff certifications.
- Links to evidence-based curriculum you are using.

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

Now your Program Scope is completely filled out.

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

- [Organization Name] – [Program Name] – ESSER ELO SY23-24

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](#))

Organization/Entity/School District and LE # (s)	Organization full name and LE # used to access E-Grants. Please note that this LE# must be obtained before applying . The name used in registering with E-Grants must match.
Primary Contact Name & Info	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/Phone/Email. In E-Grants this person is referred to as the Authorized Representative.
Project/Program Name	What are you calling your program or project?
Description	Include your organization's mission and describe what the programming effort is for this grant. This is a high level narrative (not list) description. It should include general student demographics, budget, staff qualifications, programming, partnership efforts, etc. High level but give some detail in the description.
Budget and Funding Sources	Total budget for the programming effort may be provided by several sources (see below). In this section provide the total amount for the program and 3 specific areas the grant funds will be applied to such as staffing, curriculum, professional development, technology, field trips... what are the big categories the funds will be used for? Example: \$60k / 25% ELO grant, and \$45k / 75% Washington grant The College Career Afterschool Pilot will be funded through ELO grant and Washington Foundation grants for a total of \$60,000. The ELO grant funds of \$15,000 will be used on staffing and field trips taken to colleges. The reading and finance curriculum and professional development are being covered out of the Washington Foundation Grant.
Timeline	Start and end month and year. Reminder: The maximum timeline for this grant is Fall 2022, Spring 2023, and Summer 2023 (September 1, 2022 – August 31, 2023).
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).
SMART Goals/Objectives	List at least 3 specific program goals/objectives as a result of this grant and programming effort. Please also include specific evidence-based practices/strategies used to meet those goals.
Partnerships	What other organizations are helping in the programming, financing, and/or staffing of the program effort? For example, maybe the Rotary Club and 4-H are coming onsite to teach about financial literacy, or local Library staff are coming to read to students each week, etc.
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. SMART goals.
Staff and Qualifications	List program staff members and their qualifications.
Anticipated participation	Estimate the number of students you anticipate this program/project will serve. How many will attend at least 51% of the time? How many will be low-income qualifying?