



Montana

Office of Public Instruction

ESSER Guidance Sessions - January

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

Prepare, Prevent, and Respond

January 12, 2022

Speakers

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Goals For This Session

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





ELO Grant Overview

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



ELO Grant Eligibility & Requirements

- Target student participation qualifies as 40% low-income
- Organization has at least 3-5 years of past programming experience.
- Active partnership in funding, programming, and/or staffing.
- Focus on **Math** and **Literacy** academics
- **Pre/post testing** of students
- Evidence-based service delivery method (activities, events, modes of instruction)
- Goals and objectives connect to content standards (Math, Reading, SEL).
- Demonstrate a connection to the local district(s) ESSER ARP Plans.
- ESSER Afterschool and Summer Enrichment grant awardees
 - 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 2022 and August 2023.
 - Grant portal open: December 23, 2022
 - Grant portal close: January 20, 2023
 - Grant award notifications by February 17, 2023
 - Outcome reporting will be May and September 2023
 - Grant cycle will end September 2023
 - Cash Requests due no later than September 25, 2023
 - Final Expenditure Reports (FERs) due no later than October 25, 2023



ELO Grant Funding Availability

Allocation amounts are \$15,000 per trimester:

- Fall 2022 – September-December
- Spring 2023 – January-May
- Summer 2023 – June-August

Entities who received an ARP Afterschool grant, and have remaining funds, may:

- Request remaining funds be used in Spring 2023
 - IF remaining amount is over \$15,000
 - IF they are awarded ELO grant
 - IF they submitted FER and Grant outcome report prior to ELO submission



ELO Grant & ARP Afterschool Leftover \$

Entities who received an ARP Afterschool grant and have leftover money:

- Have you closed the Afterschool grant by submitting the two required reports? (FER and Final Grant Data Report)
 - No: Request funds through the FER.
 - Yes: See next question.
- Is the total leftover money more or less than \$15,000?
 - More: Apply for ELO grant using that leftover \$ amount to build your ELO budget IF awarded.
 - Less: Disregard the leftover funds, apply for ELO grant \$15,000 amount instead.



Possible ARP Afterschool Scenarios

- I have \$0 left in After School and I've **closed After School grant**.
 - Apply for ELO Spring 23 and/or Summer 23.
- I have \$10k left in After School and I've **closed After School**. (*Less than \$15k*)
 - Apply for \$15k ELO Spring 23.
- I have \$10k left in After School and I **haven't closed After School**. (*Less than \$15k*)
 - Request through After School Final Expenditure Report and close grant.
- I have \$20k left in After School and I **haven't closed After School**. (*More than \$15k*)
 - Request reimbursement through After School Final Expenditure Report and close grant.
- I have \$20k left in After School and I've **closed After School**. (*More than \$15k*)
 - Build ELO Spring 23 budget based on \$20k (not \$15k).



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://egrants.opi.mt.gov/OPIGMSWEB/PageRefDocs/ESSER%20EELO/ff%20Project%20Scope%20EELO%20grant%20template%20Nov22.pdf>
- Editable word document is available by request – email rebecca.brown@mt.gov

File uploaded must be named: OrganizationName-ProgramName-ESSER ARP EELO Scope 2022.pdf

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

School/Organization and LE #(s)	
Primary Contact Name & Title	
Primary Contact Phone #(s)	
Primary Contact Email(s)	

Project/Program Name	
Description	
Budget and Funding Sources	Total Program Budget: <ul style="list-style-type: none">• [Area 1]:• [Area 2]:• [Area 3]:
Timeline	
Student Gains	Student Gain 1: Student Gain 2: Student Gain 3:
SMART Goals/Objectives	Program Goal/Strategy 1: Program Goal/Strategy 2: Program Goal/Strategy 3:
Partnerships	
Pre/post testing	
Staff and Qualifications	
Anticipated Participation	Anticipated # of students: Anticipated # of students who will attend at least 51% of time programming is offered: Anticipated # of students who are low-income qualifying:

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 has instructions to help you fill it out!

Scroll down to the second page to find the instructions.

Project Scope Instructions:

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 (\$15k / 25% EELO grant, and \$45k / 75% Washington grant) The College Career Afterschool Pilot will be funded through EELO grant and Washington Foundation grants for a total of \$60,000. The EELO 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?



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-ProgramName-ESSER ARP ELO Scope 2022.pdf	
File MUST be uploaded as a PDF (not Word, Google Docs, Image, etc)	
School/Organization and LE #(s)	
Primary Contact Name & Title	
Primary Contact Phone #(s)	
Primary Contact Email(s)	

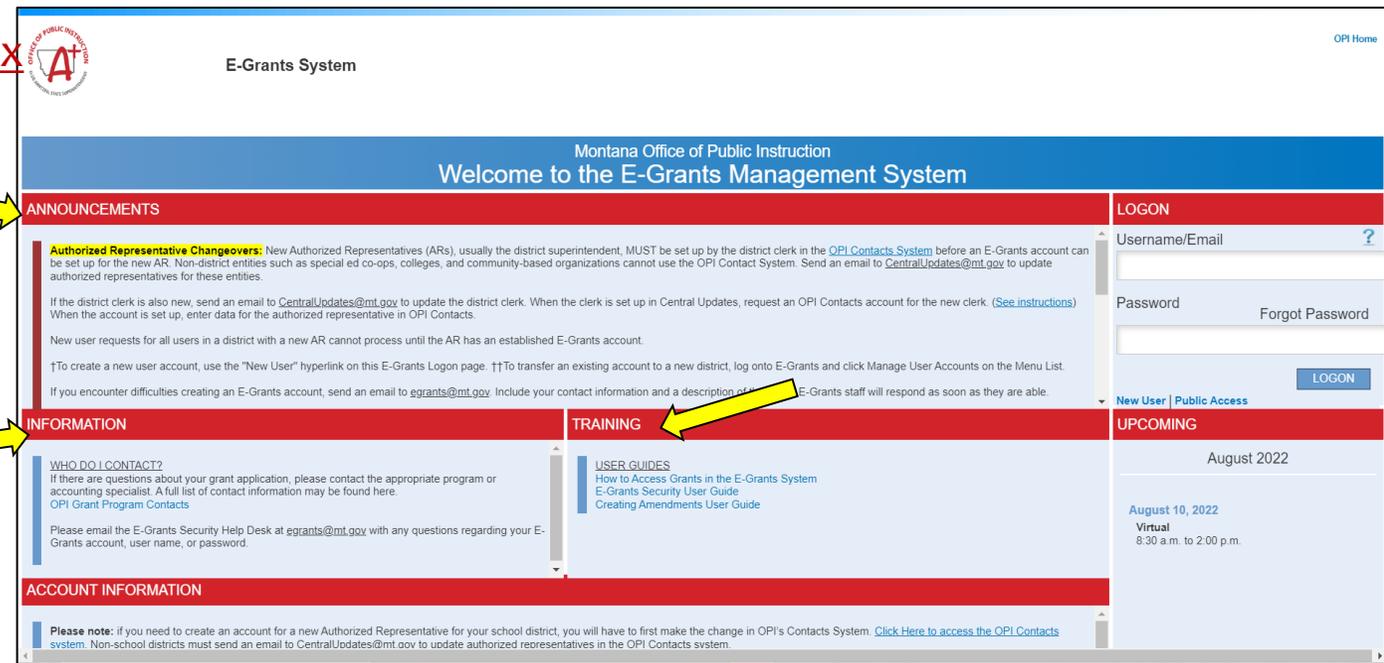


ELO Grant in E-Grants

- 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

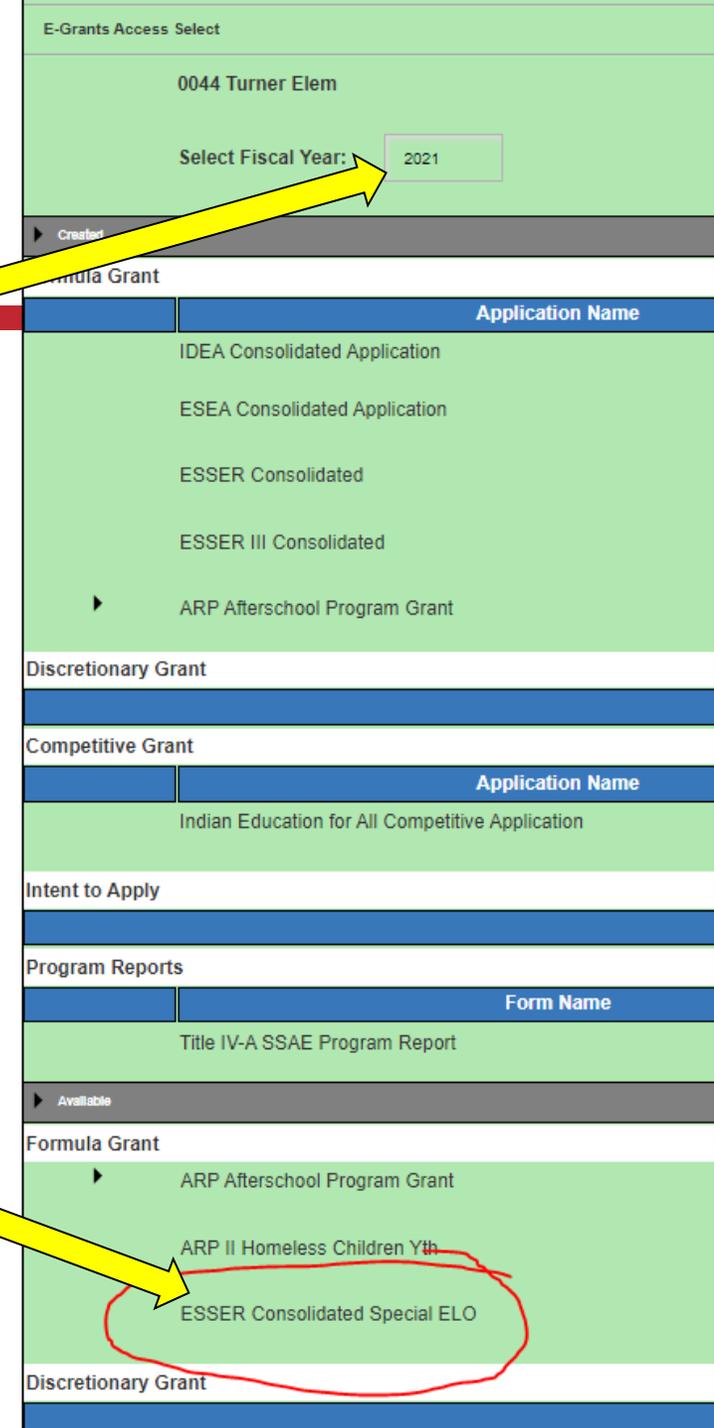


Finding the ELO Grant

- Fiscal Year 2021 (2020-21)
- Scroll all the way to the bottom of the page.
- Look under “Available” heading.
- Grant Name:
 - ESSER Consolidated Special ELO



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



The screenshot shows the E-Grants system interface. At the top, there is a section for "E-Grants Access Select" with a dropdown menu showing "0044 Turner Elem" and a "Select Fiscal Year:" field with "2021" selected. Below this is a "Create" button. The main content area is divided into several sections: "Formula Grant", "Discretionary Grant", "Competitive Grant", "Intent to Apply", "Program Reports", and "Available". The "Available" section is expanded, showing a list of applications. The "ESSER Consolidated Special ELO" application is highlighted with a red circle. A yellow arrow points from the "Fiscal Year 2021 (2020-21)" bullet point to the "2021" field, and another yellow arrow points from the "ESSER Consolidated Special ELO" bullet point to the "ESSER Consolidated Special ELO" application.

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

Form Name
Indian Education for All Competitive Application

Form Name
Title IV-A SSAE Program Report

Form Name
ARP Afterschool Program Grant
ARP II Homeless Children Yth
ESSER Consolidated Special ELO



ELO Grant in E-Grants

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

OFFICE OF PUBLIC INSTRUCTION
MONTANA STATE DEPARTMENT OF EDUCATION

E-Grants System OPI Home

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

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

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

Sub-Menu: OVERVIEW | GRANT INFORMATION AND REQUIREMENTS

Overview

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

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

Program: Montana ESSER Subgrant

General Grant



E-Grants Application – ESSER ELO Tab

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

1. OVERVIEW

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

2. GRANT INFORMATION AND REQUIREMENTS

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





E-Grants Application – Contact Info Tab

OVERVIEW

CONTACT INFORMATION

ALLOCATIONS

P

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

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

* Denotes required field

Unique Entity Identifier (UEI) Number *

School District in which Grantee program occurs *

Nonprofit Number or School District LE Number *

Authorized Representative: (school year)

Last Name

Phone ext.

Email

Click here to update Authorized Representative Contact Information at the bottom of the page.

District Clerk/Business Manager: (school year)

Last Name

Phone ext.

Email

Click here to update District Clerk/Business Manager Contact Information at the bottom of the page.

Alternate Contact Approval/Disapproval E-mail Notification

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

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

*

[ADD ADDITIONAL EMAIL ADDRESS](#)



E-Grants Application – 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)

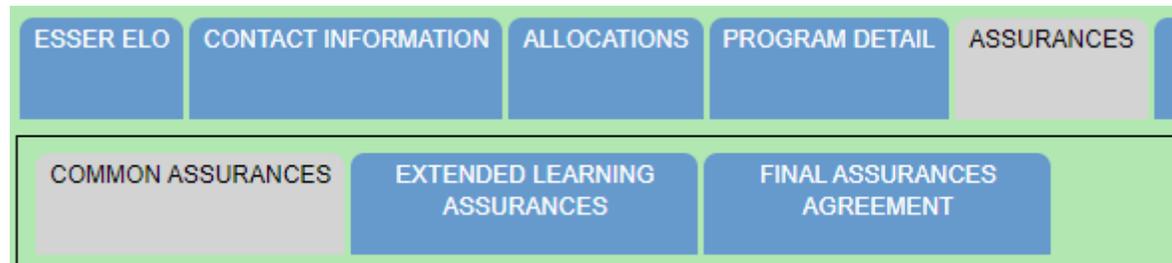




E-Grants Application – Assurances Tab

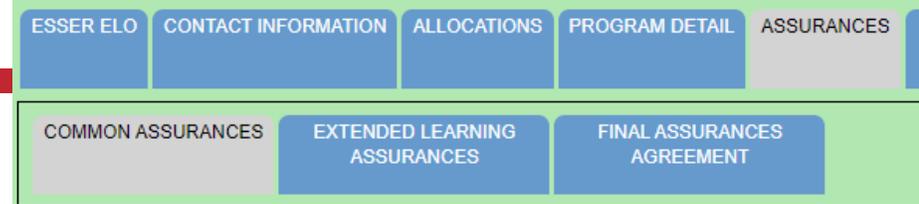
The “Assurances” tab has 3 subtabs:

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](#)

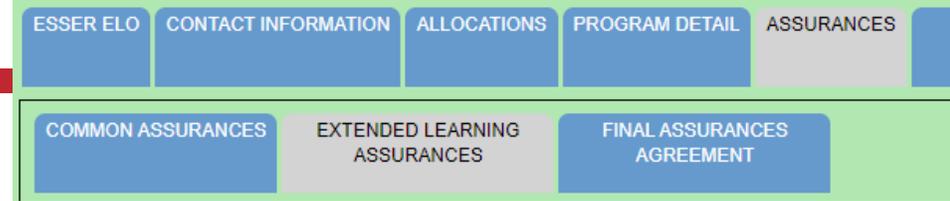
By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below, as applicable to the program(s) for which funding is requested.

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

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”.

SAVE PAGE



E-Grants Application – Assurances Tab

FINAL ASSURANCES AGREEMENT

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

The screenshot shows a web application interface with a top navigation bar containing tabs: ESSER ELO, CONTACT INFORMATION, ALLOCATIONS, PROGRAM DETAIL, ASSURANCES (highlighted), AMENDMENT DESCRIPTION, SUBMIT, APPLICATION HISTORY, PAGE_LOCK CONTROL, and APPL. Below this is a sub-navigation bar with tabs: COMMON ASSURANCES, EXTENDED LEARNING ASSURANCES, and FINAL ASSURANCES AGREEMENT (highlighted). The main content area is titled 'Final Assurances' and includes a link for 'Click for Instructions'. A text block states: '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.' Below this are two checkboxes: 'Common Assurances' (checked) and 'Extended Learning' (unchecked). At the bottom right is a blue button labeled 'LEGAL ENTITY AGREES'. At the bottom left, there is a text field for the date: 'The assurances were fully agreed to on this date:'.

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:



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”

A screenshot of the E-Grants Application interface. The top navigation bar contains several tabs: 'ESSER ELO', 'CONTACT INFORMATION', 'ALLOCATIONS', 'PROGRAM DETAIL', 'ASSURANCES', 'AMENDMENT DESCRIPTION' (which is highlighted in grey), 'SUBMIT', 'APPLICATION HISTORY', 'PAGE_LOCK CONTROL', and 'APPLICATION PRINT'. Below the navigation bar, the main content area is titled 'Amendment Description' and contains the message: '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 Extended Expanded Learning Opportunity

ESSER Extended Expanded Learning Opportunity

ESSER Extended ELO After School

ESSER Extended ELO Summer

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



Budget Pages show \$0.00

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

- This is because different schools/organizations may apply for different “trimesters” of the grant (Fall 2022, Spring 2023, Summer 2023)
- OPI cannot allocate funds until we know which trimesters are being applied for.

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



Budget Pages show \$0.00

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

- Use the same Object Codes / Purpose Categories / Use of Funds as in E-Grants
 - This will make it simple to copy-and-paste into E-Grants after you receive your allocation.
 - Description of Object Codes:
<https://egrants.opi.mt.gov/OPIGMSWeb/PageRefDocs/General//DescriptionofPurposeCategoriesandObjectCodes.pdf>
- If you are applying for multiple trimesters (Fall 22, Spring 23, Summer 23) you must specify which items correspond to which trimesters.
 - This will determine the allocation you receive within the separate Budget pages.

Budget and Funding Sources	Total Program Budget: <ul style="list-style-type: none">• [Area 1]:• [Area 2]:• [Area 3]:
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Object Codes

100 Personal Service Salaries – Salaries

200 Employee Benefits – Benefits

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

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

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

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



E-Grants Application – Submit Tab

AMENDMENT
DESCRIPTION

SUBMIT

APPLICATION HISTORY

PAGE_L

To submit the application:

1. Run the Consistency Check

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

2. Submit the application

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

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

CONSISTENCY CHECK

LOCK APPLICATION

UNLOCK APPLICATION



E-Grants Application – Application History Tab

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

Navigation tabs: ESSER ELO, CONTACT INFORMATION, ALLOCATIONS, PROGRAM DETAIL, ASSURANCES, AMENDMENT DESCRIPTION, SUBMIT, APPLICATION HISTORY (highlighted), 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.

Navigation tabs: ESSER ELO, CONTACT INFORMATION, ALLOCATIONS, PROGRAM DETAIL, ASSURANCES, AMENDMENT DESCRIPTION, SUBMIT, APPLICATION HISTORY (highlighted), PAGE_LOCK CONTROL, APPLICATION PRINT

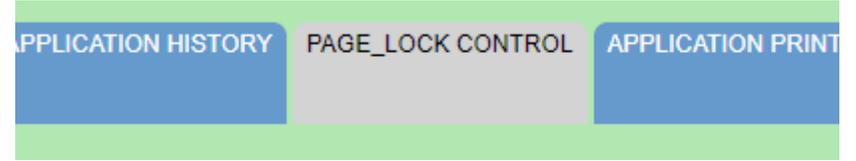
Application History (Read Only)

[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



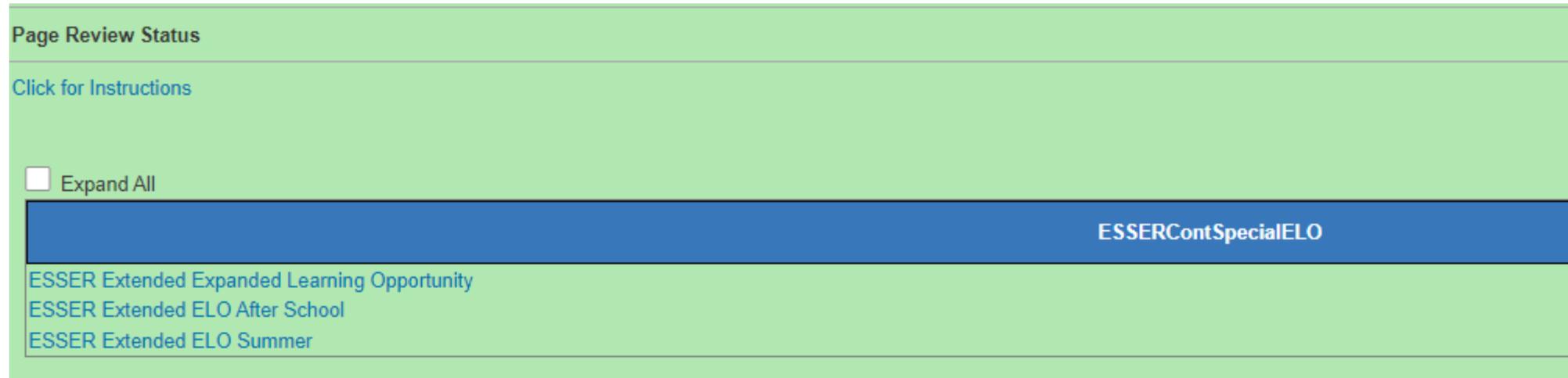
E-Grants Application – Page_Lock Control Tab



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

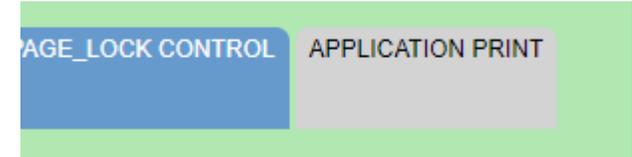
After running a Consistency Check or submitting an application for OPI review, pages will be locked to prevent accidental changes.

- 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.



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

Selectable Application Print

[Click for Instructions](#)

Request Print Job

ESSER Extended Expanded Learning Opportunity

ESSER Extended ELO After School

ESSER Extended ELO Summer

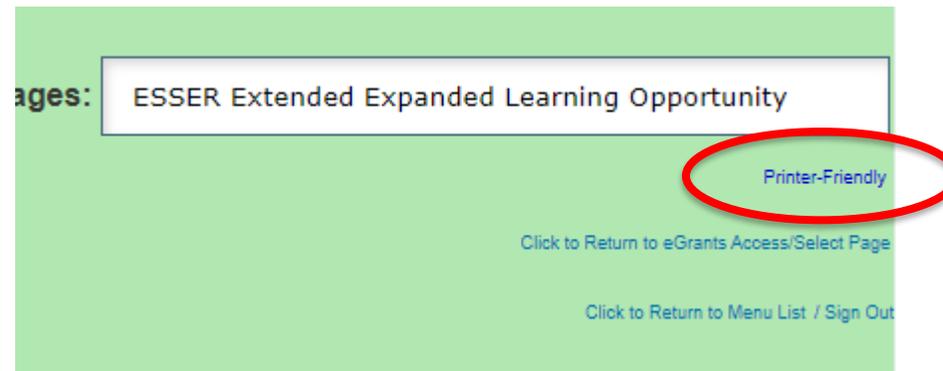
REQUEST PRINT

Requested Print Jobs

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	/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

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
ARP 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](#)

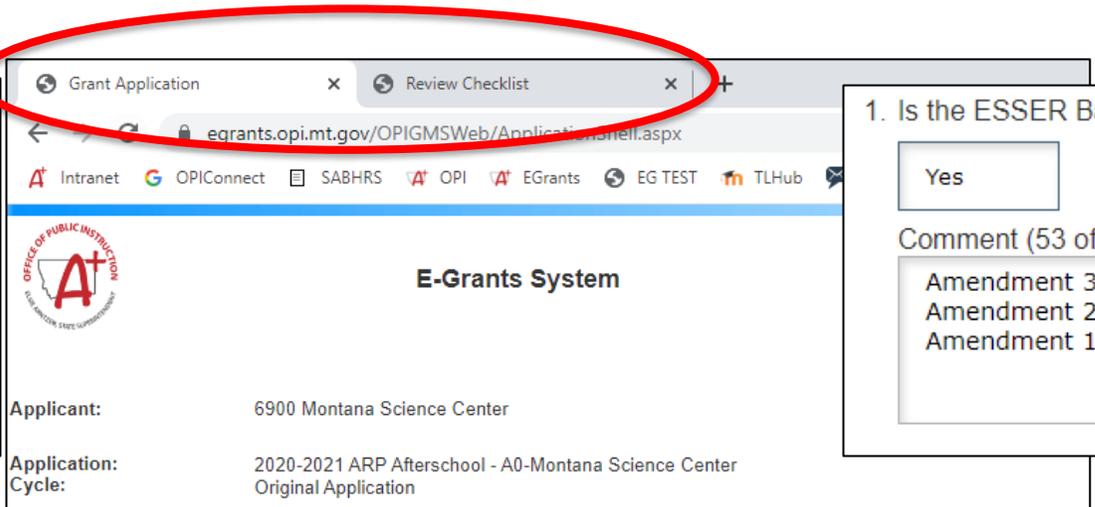
Review Summary

[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 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/Kc
aSy23PZsM](https://youtu.be/Kc
aSy23PZsM)



Two Places Error Messages Appear

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

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

Warnings:

- Enter a summer phone number for the Authorized Representative.

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

2. On the Submit tab after running a Consistency Check

Submit

[Click for Instructions](#)

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

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

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

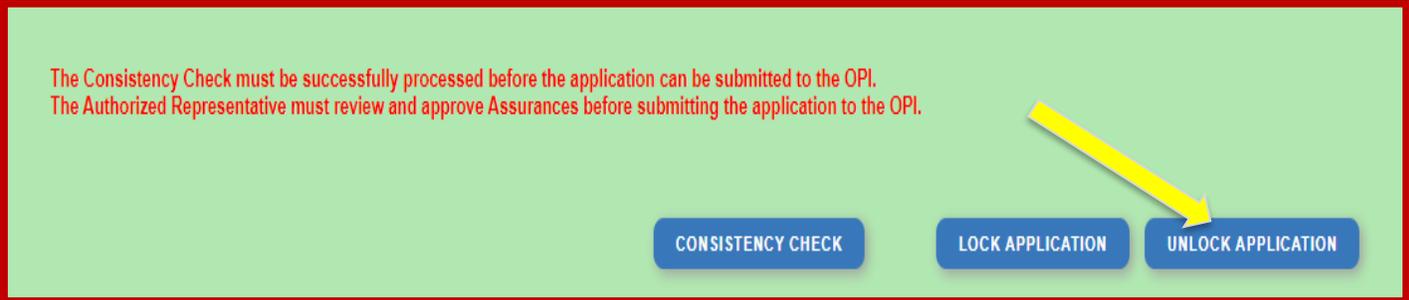
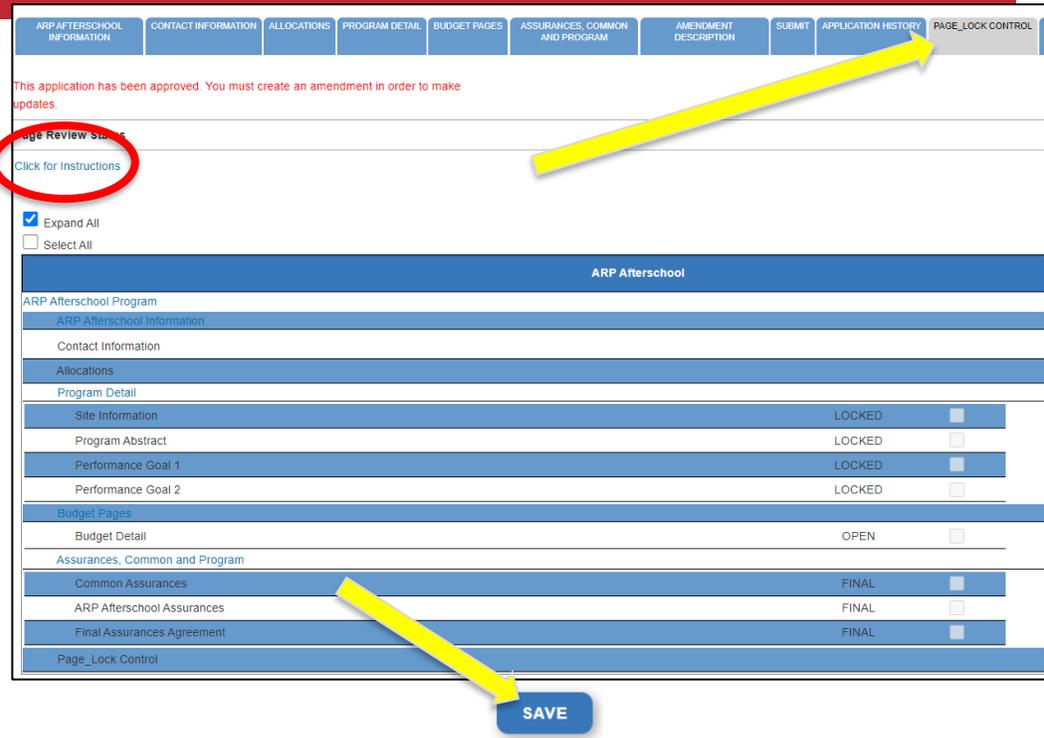
CONSISTENCY CHECK LOCK APPLICATION UNLOCK APPLICATION

Page Is Locked

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

- Click on the “Page_Lock Control” tab at the top of the screen
- Select “Expand All” to see every page in the grant
- Select “Select All” to unlock all pages
- Select “Save” at bottom of the screen

- Another place that may be locked is the **Submit** Tab
- To unlock the Submit Tab click the “Unlock Application” button twice
- The Clerk or AR may have to do this





Dissecting An Error Message

ESSER Consolidated

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

ESSER Base

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

School District Supplemental

- Passed consistency check.

**Issues which must be fixed
before submitting**

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



After Being Awarded the Grant...

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

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

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

- OPI guidance on Amendments can be viewed here: <https://youtu.be/ShOIw9eLo2Q>



Grant Award Notification (GAN)

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

Formula Grant

	Application Name	Revision	Status
	IDEA Consolidated Application	Amendment 1	Final Approved View GAN
	ESEA Consolidated Application	Amendment 2	Final Approved View GAN
	ESSER Consolidated	Original Application	Final Approved View GAN
	ESSER III Consolidated	Original Application	Returned for Changes
	ARP – Homeless Children and Youth Grant	Amendment 3	Not Submitted



Amendment/Cash Request Timeline



- **Hundreds** of amendments & cash requests are submitted monthly from 400+ Montana school districts and agencies. These take time to process!
 - Using the **template** makes it much simpler to approve
 - Points of confusion or needed clarification are likely to result in a “returned for changes”
 - See feedback on the Amendment/Cash Request – **call us** if you need help/clarification
- Cash Requests must be **submitted by the 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 Dec 15th fastest turn around Jan 10th
 - Submit CR on Dec 25th fastest turn around Jan 10th
 - Submit CR on Dec 27th fastest turn around Feb 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 Extended Expanded Learning Opportunity
- ESSER Extended Expanded Learning Opportunity**
- ESSER Extended ELO After School
- ESSER Extended ELO Summer

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.



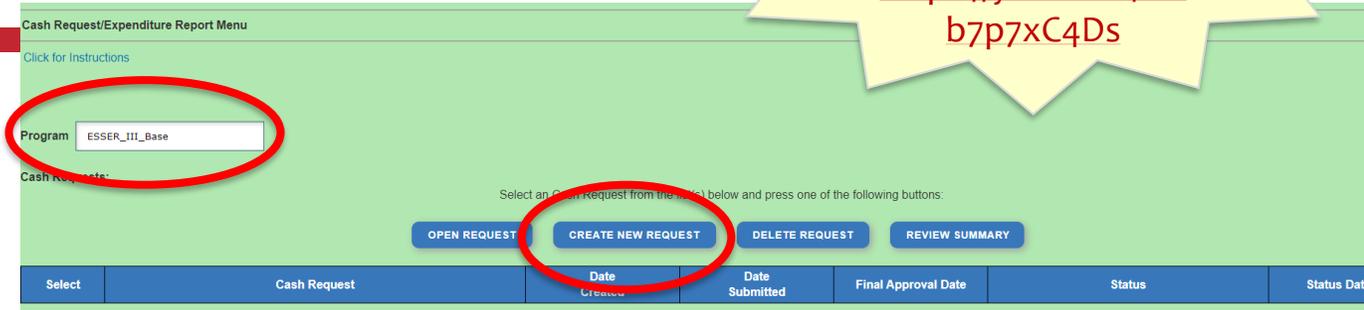
Payments Menu – Individ. Cash Requests

- 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



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

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

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

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

- Create line items for the expenditures you wish to purchase

- Enter “End Period Expense” date

- Select “Calculate Totals” at bottom

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

- Select “Save Page”

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



Amendment Description – E-Grants Amendment Template

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

OPI offered a more in-depth training in September, which you can view here:
<https://youtu.be/Sh0lw9eLo2Q>

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

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

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



Additional Resources

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



Resources at OPI.MT.GOV

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

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OFFICE OF PUBLIC INSTRUCTION PUTTING MONTANA STUDENTS FIRST

Search...

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

Montana Office of Public Instruction

Welcome to the Office of Public Instruction

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

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

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

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

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

OFFICE OF THE SUPERINTENDENT

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OFFICE OF PUBLIC INSTRUCTION PUTTING MONTANA STUDENTS FIRST

Search...

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

Extended/Expanded Learning Opportunity (ELO)

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

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

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



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

E-Grants Login Page:

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

Q & A

Feel free to ask questions!

ESSER/ELO Program Questions

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

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

Cash Request Questions

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

E-Grants Designer – Technical Support Questions

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



Scope Document Overview

- See Slides below for step by step instructions



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://egrants.opi.mt.gov/OPIGMSWEB/PageRefDocs/ESSER%20EELO/ff%20Project%20Scope%20EELO%20grant%20template%20Nov22.pdf>
- Editable word document is available by request – email rebecca.brown@mt.gov

File uploaded must be named: OrganizationName-ProgramName-ESSER ARP EELO Scope 2022.pdf

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

School/Organization and LE #(s)	
Primary Contact Name & Title	
Primary Contact Phone #(s)	
Primary Contact Email(s)	

Project/Program Name	
Description	
Budget and Funding Sources	Total Program Budget: <ul style="list-style-type: none">• [Area 1]:• [Area 2]:• [Area 3]:
Timeline	
Student Gains	Student Gain 1: Student Gain 2: Student Gain 3:
SMART Goals/Objectives	Program Goal/Strategy 1: Program Goal/Strategy 2: Program Goal/Strategy 3:
Partnerships	
Pre/post testing	
Staff and Qualifications	
Anticipated Participation	Anticipated # of students: Anticipated # of students who will attend at least 51% of time programming is offered: Anticipated # of students who are low-income qualifying:

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 has instructions to help you fill it out!

Scroll down to the second page to find the instructions.

Project Scope Instructions:

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 (\$15k / 25% EELO grant, and \$45k / 75% Washington grant) The College Career Afterschool Pilot will be funded through EELO grant and Washington Foundation grants for a total of \$60,000. The EELO 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?



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-ProgramName-ESSER ARP ELO Scope 2022.pdf	
File MUST be uploaded as a PDF (not Word, Google Docs, Image, etc)	
School/Organization and LE #(s)	
Primary Contact Name & Title	
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

Project/Program Name	
---------------------------------	--



ELO Grant Program Scope – Description

This is a high-level narrative description of your organization’s program efforts. (Not a list)

This section must include general student demographics, general budget, overview of staff qualifications, programming/schedule/curriculum, partnership efforts, etc.

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

Description	
-------------	--

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 – Budget and Funding Sources

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

- Use the same Object Codes / Purpose Categories / Use of Funds as in E-Grants
 - This will make it simple to copy-and-paste into E-Grants after you receive your allocation.
 - Description of Object Codes:
<https://egrants.opi.mt.gov/OPIGMSWeb/PageRefDocs/General//DescriptionofPurposeCategoriesandObjectCodes.pdf>
- If you are applying for **multiple trimesters** (Fall 22, Spring 23, Summer 23) you must specify which items correspond to which trimesters.
 - This will determine the allocation you receive within the separate Budget pages.

Budget and Funding Sources	Total Program Budget: <ul style="list-style-type: none">• [Area 1]:• [Area 2]:• [Area 3]:
-----------------------------------	---

Object Codes

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



ELO Grant Program Scope – Timeline

Fill in your program's Start and End month and year.

If you are applying for **multiple trimesters** (Fall 22, Spring 23, Summer 23) you must specify which trimesters your program will occur within.

- This will determine the allocation you receive within the separate Budget pages.

Timeline	
----------	--

Reminder: The maximum timeline for this grant is Fall 22, Spring 23, and Summer 23 (September 1, 2022 – August 31, 2023)

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 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	Student Gain 1: Student Gain 2: Student Gain 3:
----------------------	---

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.

- 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.

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

SMART Goals/Objectives	Program Goal/Strategy 1: Program Goal/Strategy 2: Program Goal/Strategy 3:
-----------------------------------	--

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

Partnerships	
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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.

How else will you measure the outcomes achieved?

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

Pre/post testing	
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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 – 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	
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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

Estimate the number of students you anticipate this program/project will serve.

How many students will attend at least 51% of the time?

How many will be low-income qualifying?

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.

Anticipated Participation	Anticipated # of students: Anticipated # of students who will attend at least 51% of time programming is offered: Anticipated # of students who are low-income qualifying:
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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 may include additional information at the end of the Scope document.

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

Examples:

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

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 ARP EELO Scope 2022

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 14)

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 / \$15k / 25% EELO grant, and \$45k / 75% Washington grant The College Career Afterschool Pilot will be funded through EELO grant and Washington Foundation grants for a total of \$60,000. The EELO 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?