



## Contact Information

Complete the requested contact information for the authorized representative, district clerk (business manager), and, if applicable, program contact.

The shaded fields on this page are imported from the OPI Contacts database. Imported fields are read-only and cannot be changed by the applicant. If the imported information is incorrect, school districts can update their contacts information at <https://apps.opi.mt.gov/Contacts/frmLogin.aspx>. (Only district clerks can access this system.)

- Special education cooperatives, non-profit agencies, colleges, and other non-district entities must send an email to [CentralUpdates@mt.gov](mailto:CentralUpdates@mt.gov) to update their contact information.

Changes will not be immediately reflected on the page.

Automatic e-mails are sent to the authorized representative upon approval or return of this application. The e-mail address used for the automated e-mails is the address the authorized representative uses for his/her username when logging on to E-Grants. This should be the same e-mail address as the one that displays on this page. If it is not, please contact E-Grants security at [egrants@mt.gov](mailto:egrants@mt.gov).

**\*\*Incorrect or blank imported fields on the Contact Information page do not prevent an application from being submitted and/or approved.\*\***

Required fields are marked with an asterisk.

Telephone, fax, and ZIP code fields, excluding extension fields, have validations that require numeric content with the appropriate number of characters for each field. An error message will display at the top of the page when the page is saved if the entry is not valid.

E-mail address fields have validations requiring proper e-mail formatting.

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

As stated above, an e-mail notification will be sent to the Authorized Representative upon approval or return of this application. The OPI recommends an e-mail address for the district clerk, program contact, assistant superintendent, or any other district person be entered in this section so the district receives notification in the event the authorized representative is unavailable. This section is required in some applications, in others it is optional. If there is an asterisk (\*) next to the e-mail address text box, it is required.