



**Montana**

**Office of Public Instruction**

**ESSER Guidance Sessions - October**  
**E-Grants Error Messages**

*Prepare, Prevent, and Respond*

October 17, 2022

# Speakers

## E-Grants Designer

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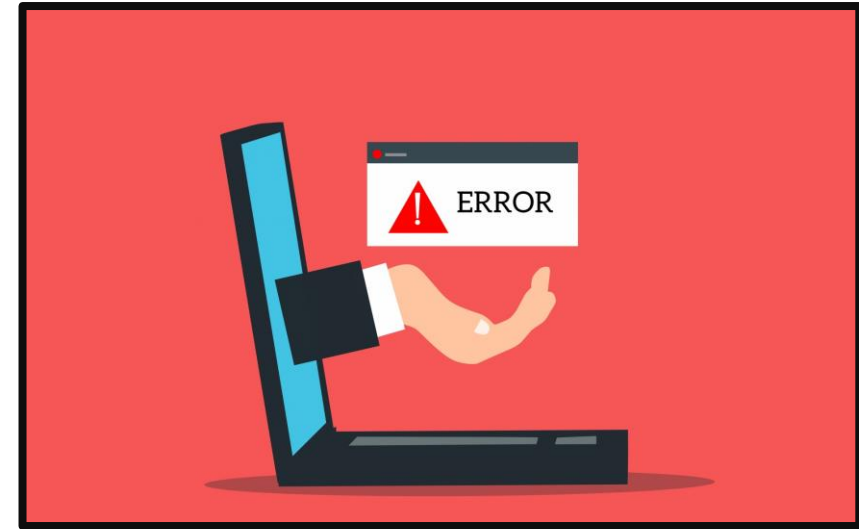
## ESSER Program Staff

Wendi Fawns at [wendi.fawns@mt.gov](mailto:wendi.fawns@mt.gov) or 406-437-8595

Rebecca Brown at [rebecca.brown@mt.gov](mailto:rebecca.brown@mt.gov) or 406-444-0783

# Goals For This Session

- Common Error Messages
- Solutions
- Questions
- OPI Resources and Wrap-Up

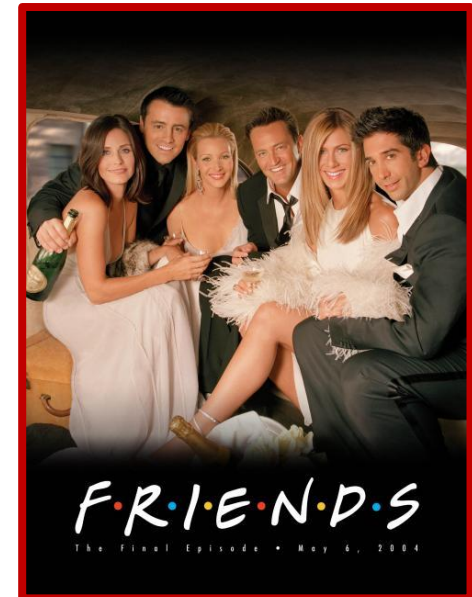


# I THINK I BLEW UP E-grants



# Error Messages Are Our Friends

- **Red** Error Messages that appear across the top of the screen do not constitute imminent danger
- Instead of ignoring them, read each message carefully
- These messages explain what corrections are needed in order to progress forward
- However, before panicking (calling for help) make sure that:
  - Using Chrome or Microsoft Edge
  - The browsing history has been cleared
  - Popup blockers are off



# Clues That The Pop-Up Blockers Are On

Created

Formula Grant

Application Name	Revision	Status	Date	Actions
IDEA Consolidated Application	Original Application	Final Approved <small>View GAN</small>	10/6/2021	<a href="#">OPEN</a> <a href="#">Amend</a> <a href="#">PAYMENTS</a> <a href="#">REVIEW SUMMARY</a> <a href="#">Delete Application</a>
IDEA Consolidated - American Rescue Plan Act	Original Application	Final Approved <small>View GAN</small>	11/9/2021	<a href="#">OPEN</a> <a href="#">AMEND</a> <a href="#">PAYMENTS</a> <a href="#">REVIEW SUMMARY</a> <a href="#">Delete Application</a>

**IDEA Review Checklist**

[Click for Instructions](#)

**Fiscal/Policies:**

1. Did the applicant meet the requirements for maintenance of effort?

Check to add comment. (2000 character maximum)

After choosing the REVIEW SUMMARY button instead of showing the REVIEW CHECKLIST....



# Clues That The Pop-Up Blockers Are On

Applicant: 9699 North Ctrl Learn Res Ctr

Application: 2021-2022 IDEA Consolidated ARP - 00-  
Cycle: Original Application

School year: 7/1/2021 - 12/30/2022

Click dropdown to access program specific pages: IDEA Consolidated ARP

[Printer-Friendly](#)  
[Click to Return to eGrants Access/Select Page](#)  
[Click to Return to Menu List / Sign Out](#)

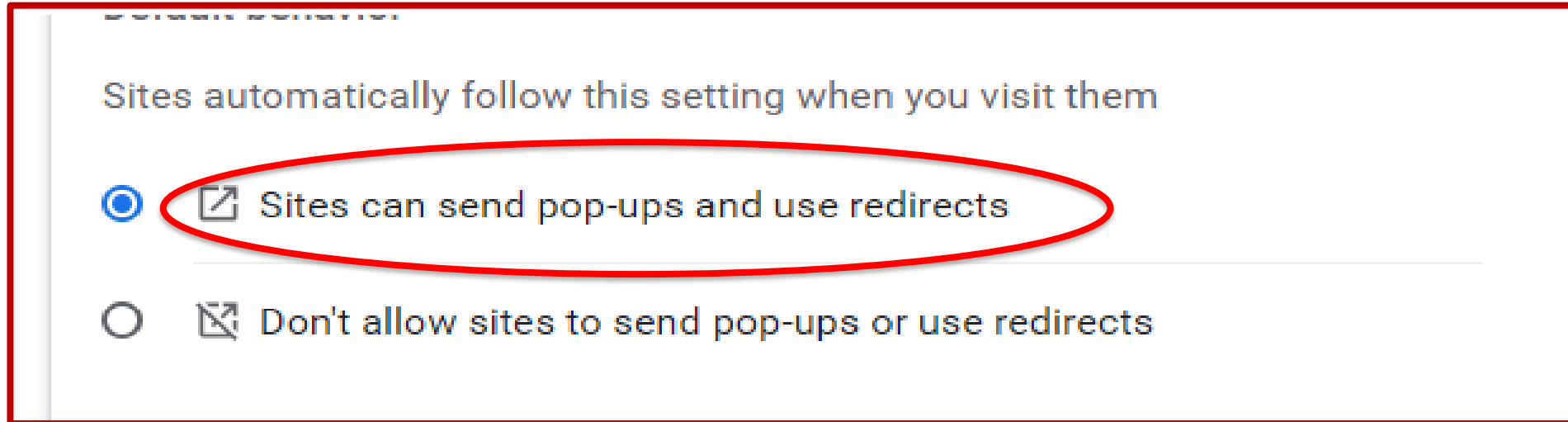
This application has been approved. You must create an amendment in order to make updates.

OVERVIEW CONTACT INFORMATION FUNDING PROGRAM DETAIL ASSURANCES COMMON AND PROGRAM AMENDMENT DESCRIPTION SUBMIT APPLICATION HISTORY PAGE\_LOCK CONTROL APPLICATION PRINT

IDEA Consolidated Overview

Instead of the Review Summary, the Overview tab appears

# Turning Off Pop-Up Blockers



## Directions to turn off Pop-Up Blockers:

<https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:c7094050-554f-46e6-9e18-095f83b1b10c> or  
<https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:837ea995-9641-4042-ae06-5e7e0e3899f2>





# No “Save Page” Button

If there is not a **Save Page** button at the bottom of the screen,  
**THE INFORMATION WILL NOT BE SAVED, NO MATTER HOW  
MANY TIMES THE INFORMATION IS ENTERED**

We've specifically hired additional academic, behavioral, & social emotional teachers to respond to the gains & losses that may have occurred for all students in the 20-21 academic year. This includes low-income students, students with disabilities, English language learners, students experiencing homelessness, & children in foster care. All teachers will receive training in threat & suicide assessment, QPR training, Reading & Math best practices, social/emotional curriculum, & admin walk thru





# Reasons The Save Button Is Not Visible

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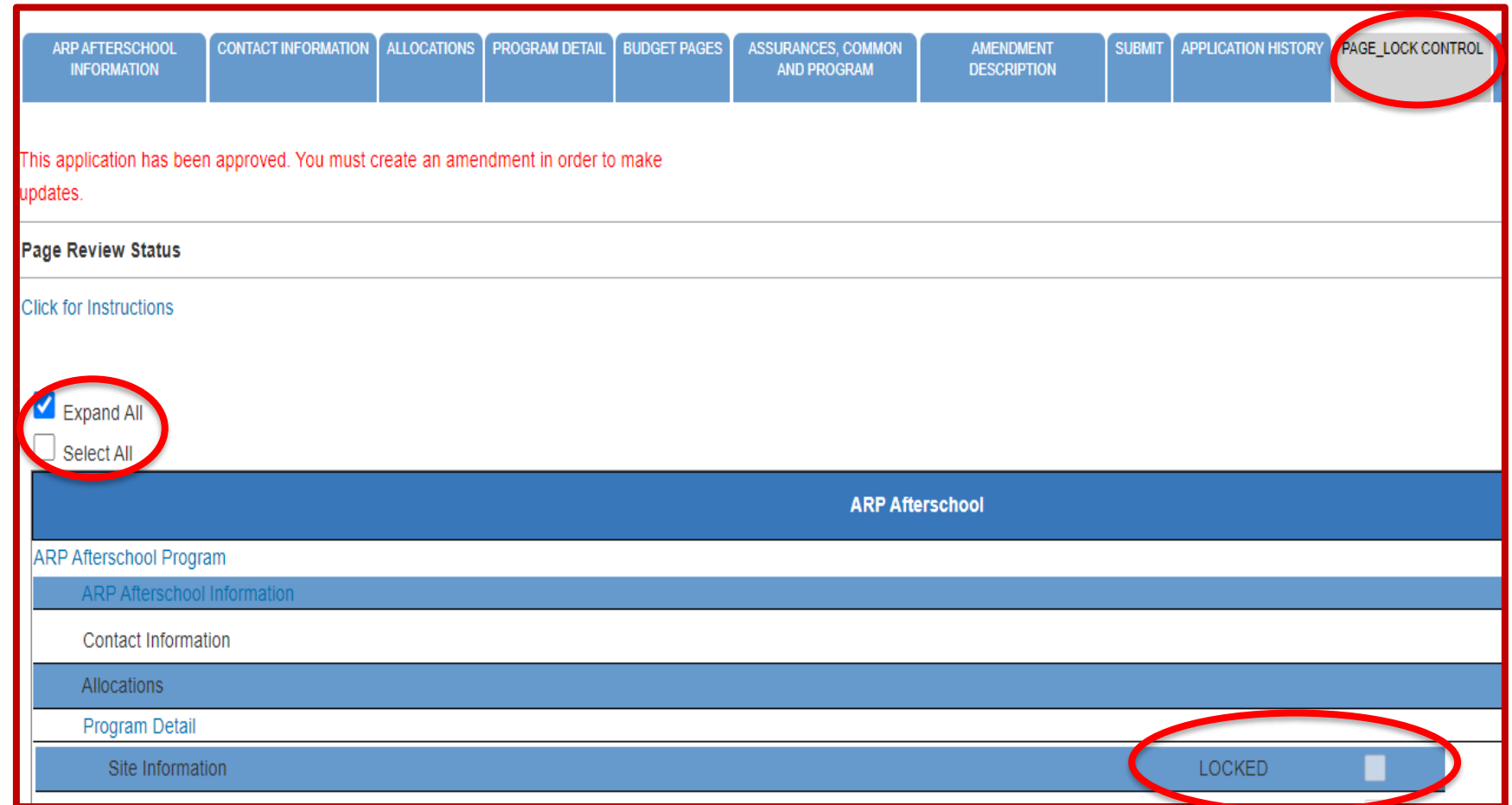
This Page is locked. If changes are needed, you must unlock it on the Page Lock Control Tab.

- The application has been submitted for review
- An amendment has been started but not yet been submitted for review
- The application has been approved
- The application is returned for changes

# Page Lock Control

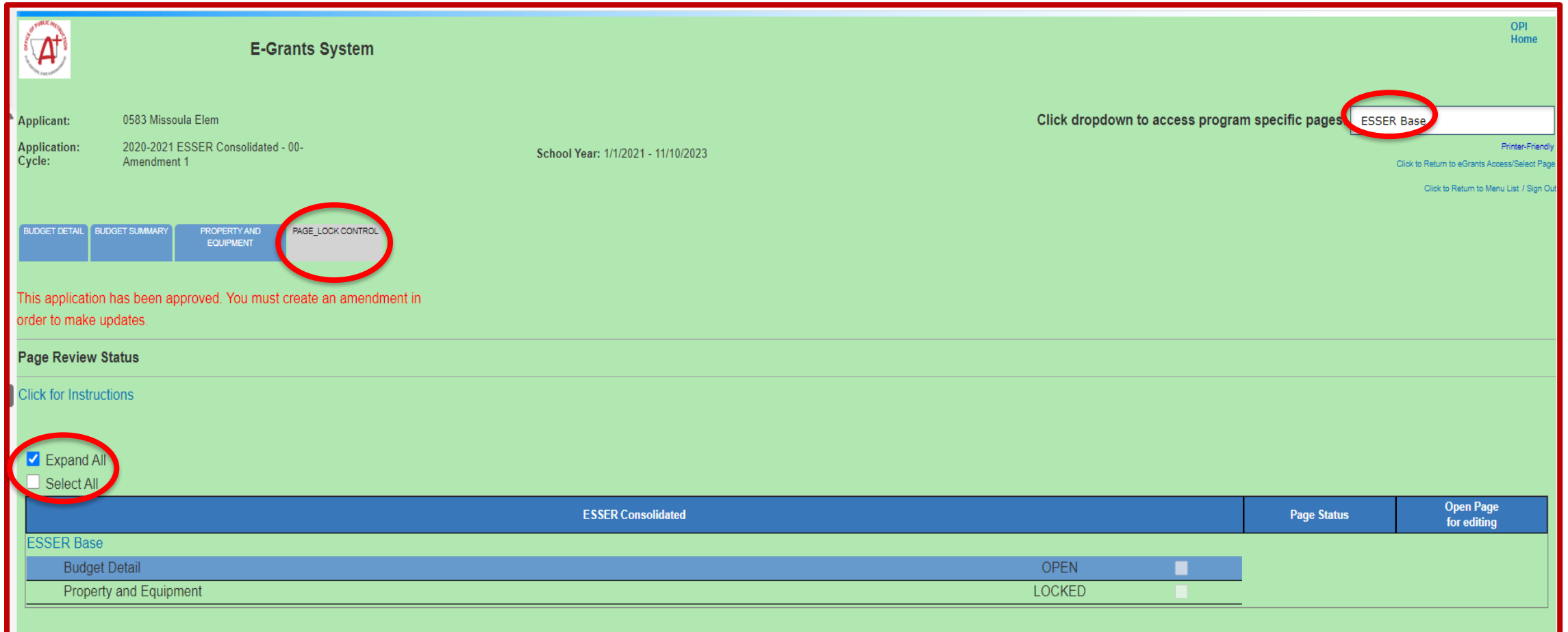
The application has been Approved. You must create an amendment in order to make updates.

- Click the “PAGE\_LOCK CONTROL” tab at the top of the screen
- Select “Expand All”
- Unlock the desired tab(s) by checking the box for that tab

A screenshot of a web application interface. At the top, a horizontal navigation bar contains several tabs: 'ARP AFTERSCHOOL INFORMATION', 'CONTACT INFORMATION', 'ALLOCATIONS', 'PROGRAM DETAIL', 'BUDGET PAGES', 'ASSURANCES, COMMON AND PROGRAM', 'AMENDMENT DESCRIPTION', 'SUBMIT', 'APPLICATION HISTORY', and 'PAGE\_LOCK CONTROL'. The 'PAGE\_LOCK CONTROL' tab is circled in red. Below the navigation bar, a red message states: 'This application has been approved. You must create an amendment in order to make updates.' Underneath, there is a section titled 'Page Review Status' with a link 'Click for Instructions'. Below this, there are two checkboxes: 'Expand All' (checked) and 'Select All' (unchecked), both circled in red. The main content area shows a table with a header 'ARP Afterschool' and several rows representing different sections: 'ARP Afterschool Program', 'ARP Afterschool Information', 'Contact Information', 'Allocations', 'Program Detail', and 'Site Information'. The 'Site Information' row has a 'LOCKED' status indicator with a small square icon, which is also circled in red.

# Consolidated Grants

If a grant is consolidated, you must go into each “member” and unlock pages



The screenshot displays the E-Grants System interface. At the top left is the OPI logo. The main header reads "E-Grants System" with a link to "OPI Home" on the right. Below the header, application details are shown: Applicant: 0583 Missoula Elem; Application Cycle: 2020-2021 ESSER Consolidated - 00-Amendment 1; School Year: 1/1/2021 - 11/10/2023. A dropdown menu on the right is set to "ESSER Base" and is circled in red. Below this is a navigation bar with buttons for "BUDGET DETAIL", "BUDGET SUMMARY", "PROPERTY AND EQUIPMENT", and "PAGE\_LOCK CONTROL", with the last one circled in red. A red message states: "This application has been approved. You must create an amendment in order to make updates." Below this is a "Page Review Status" section with a "Click for Instructions" link. At the bottom left, there are checkboxes for "Expand All" (checked) and "Select All". The bottom of the screen features a table with columns for "Page Status" and "Open Page for editing".

ESSER Consolidated		Page Status	Open Page for editing
ESSER Base			
Budget Detail	OPEN		
Property and Equipment	LOCKED		



# Submit Tab

- 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

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

# I Can't Find My Grants

- Check the correct fiscal year – ESSER grants are in 2020 and 2021
- The grant may not yet be created

Select Fiscal Year:

Created

Formula Grant

Application Name	Revision	Status	Date	Actions
IDEA Consolidated Application	<input type="text" value="Original Application"/>	Final Approved	9/9/2022	<input type="button" value="OPEN"/> <input type="button" value="AMEND"/> <input type="button" value="PAYMENTS"/> <input type="button" value="REVIEW SUMMARY"/> <input type="button" value="Delete Application"/>
ESEA Consolidated Application	<input type="text" value="Original Application"/>	Not Submitted		<input type="button" value="OPEN"/> <input type="button" value="Amend"/> <input type="button" value="Payments"/> <input type="button" value="REVIEW SUMMARY"/> <input type="button" value="DELETE APPLICATION"/>

Discretionary Grant

There currently aren't any Discretionary Grant applications created.

Competitive Grant

Application Name	Revision	Status	Date	Actions
Title IV-B: 21st Century Continuing Application				

Intent to Apply

There currently aren't any Intent to Apply forms created.

Program Reports

There currently aren't any Program Reports forms created.

Available

Formula Grant

Title I-D State Level Submissions due by 11/5/2023

# I Can't Find The Budget Pages

The budget detail page is not necessarily on the front tab



The screenshot shows a web interface for budget applications. On the left, there is a navigation menu with four tabs: "BUDGET DETAIL", "BUDGET SUMMARY", "PROPERTY AND EQUIPMENT", and "PAGE\_LOCK CONTROL". The "BUDGET DETAIL" tab is highlighted with a red circle. In the top right corner, there is a dropdown menu with the text "Click dropdown to access program specific pages" above it. The dropdown menu is open, showing a list of options: "ESSER Base", "ESSER Consolidated", "ESSER Base", "School District Supplemental", "Other Educational Institutions", "Special Needs", "School District Targeted", and "Supplemental Targeted". The first two options, "ESSER Base" and "ESSER Consolidated", are circled in red. The main content area displays the following information:

Applicant: 0098 Great Falls Elem

Application: 2020-2021 ESSER Consolidated - 00-  
Cycle: Amendment 1

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

Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., \$2536)

[Click for Instructions](#)

# Two Places Error Messages Appear

## On individual tabs

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

\* Denotes required field

**School DUNS Number:**

\*

**Authorized Representative:**

Last Name

First Name

Phone    ext.

Fax

Summer Phone \*    ext.

Email





# Two Places Error Messages Appear

## On the Submit tab

### 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

# Dissecting An Error Message

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

## Warnings:

- Authorized Representative summer phone must be entered in proper phone number format.
- Enter a summer phone number for the Authorized Representative.
- Enter a summer phone number for the District Clerk.

Authorized Representative: ( 2022-2023 school year)

Last Name

Phone    ext.

Email

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

First Name

Summer Phone \*    ext.

District Clerk/Business Manager: ( 2022-2023 school year)

Last Name

Phone    ext.

First Name

Summer Phone \*    ext.



# Dissecting An Error Message

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

**Warnings:**

- Student Learning question one is a required field.
- Student Learning question two is a required field.

## Student Learning

[Click for Instructions](#)

1. In the textbox below, describe the tools which the district will use to measure student learning gains or losses loss among low-income students, students with disabilities, English learners, migrant students, students in foster care. (i.e. MAPs, DIBELS)

(0 of 500 maximum characters used)

2. Describe what activities the district will use to address to address student learning gains and losses among low-income students, students with disabilities, English learners, migrant students, students experiencing

(0 of 500 maximum characters used)

# Dissecting An Error Message

**The page has not been saved due to the following errors:**

**Errors:**

- This page will not save until both the checkbox and the description field are completed.

## General Education Provisions Act (GEPA) 427 and 442 Assurances

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 GEPA 427 and 442 assurances listed below.

### GEPA 427

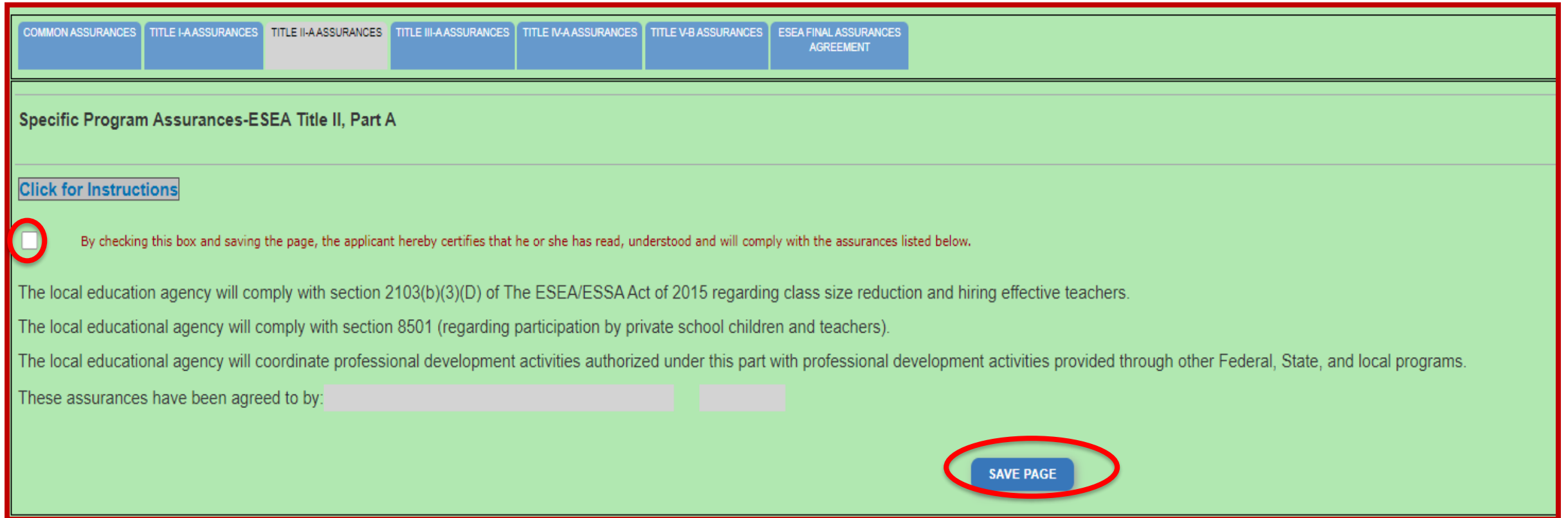
As per GEPA Section 427, provide a description of the steps which will be taken to ensure equitable access to, and participation in, the CARES Act program for students, teachers, and other program participants. Describe the steps which will be taken to ensure equitable access or participation: gender, race, national origin, color, disability, or age.

(0 of 2000 maximum characters used)

# Dissecting An Error Message

**The page has not been saved due to the following errors:**

- Assurance checkbox is a required field

A screenshot of a web form interface with a light green background. At the top, there is a navigation bar with seven tabs: 'COMMON ASSURANCES', 'TITLE I-A ASSURANCES', 'TITLE II-A ASSURANCES', 'TITLE III-A ASSURANCES', 'TITLE IV-A ASSURANCES', 'TITLE V-B ASSURANCES', and 'ESEA FINAL ASSURANCES AGREEMENT'. The 'TITLE II-A ASSURANCES' tab is currently selected. Below the navigation bar, the page title is 'Specific Program Assurances-ESEA Title II, Part A'. A blue button labeled 'Click for Instructions' is positioned above a checkbox. The checkbox is currently unchecked and is circled in red. To the right of the checkbox is the text: 'By checking this box and saving the page, the applicant hereby certifies that he or she has read, understood and will comply with the assurances listed below.' Below this text are three lines of assurance text: 'The local education agency will comply with section 2103(b)(3)(D) of The ESEA/ESSA Act of 2015 regarding class size reduction and hiring effective teachers.', 'The local educational agency will comply with section 8501 (regarding participation by private school children and teachers).', and 'The local educational agency will coordinate professional development activities authorized under this part with professional development activities provided through other Federal, State, and local programs.' At the bottom left, the text 'These assurances have been agreed to by:' is followed by two empty text input fields. At the bottom right, there is a blue button labeled 'SAVE PAGE', which is also circled in red.

# Dissecting An Error Message

**Budget Detail** BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., \$2536)

[Click for Instructions](#)

DATA NOT SAVED: Total must equal Allotment of \$5,592,211

(A) Total Allocation Available for Budgeting

5,592,211

(B) Budgeted Property and Equipment Cost (Object 700)

\$4,000

(C) Allowable Direct Costs (A-B)

\$5,588,211

(D) Indirect Cost Rate %

3.0400

(E) Maximum Indirect Cost (C\*(D/1+D))

\$164,870

(F) Total budgeted above

\$5,291,472

(G) Budgeted Indirect Cost

160739

(H) Total Budget (F+G)

\$5,452,211

Allocation Remaining (A-H)

\$140,000

CALCULATE TOTALS

SAVE PAGE



# Dissecting An Error Message

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

**Warnings:**

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

Amount Budgeted for Property and Equipment under Object Code 700:

For each item costing \$5000 or more, enter the description of the item(s), the quantity of the item(s), and the unit cost of the item(s).

**Description of Item**

Description of Item	Quantity	Unit Cost	Total Cost
<input type="text" value="HVAC ionize units at each of elementary and middle schools"/>	<input type="text" value="1"/>	<input type="text" value="35,888"/>	<input type="text" value="35,888"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>



# 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.



# Show Me The Money

**DATA NOT SAVED:** for ESSER\_Base and 400, the limit is \$21,000 but current plus YTD Cash Request amounts total \$30,000.

- The amount allowed to spend in each Object Code is the total budgeted plus 50% above that total.
- If the total amount in Object Code 400 is \$14,000 then the amount that can be spent is \$21,000.
  - $\$14,000 \times .50 = \$7,000$
  - $\$7,000 + \$14,000 = \$21,000$





# Show Me The Money

**DATA NOT SAVED:** for ESSER\_Base and 400, the limit is \$21,000 but current plus YTD Cash Request amounts total \$30,000.

400	Minimize Spread of Infection	(1000 Character Maximum) Portable handwashing stations, building materials( sheet rock and cabling)	\$14,000	\$0	30000
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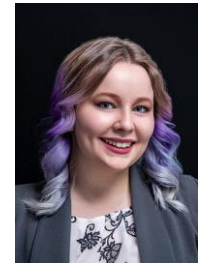
# Error Messages

If you cannot understand what an Error Message means, you can reach out to your ESSER Team for assistance

Wendi Fawns at [wendi.fawns@mt.gov](mailto:wendi.fawns@mt.gov) or 406-437-8595



Rebecca Brown at [rebecca.brown@mt.gov](mailto:rebecca.brown@mt.gov) or 406-444-0783



Mindi Askelson at [mindi.askelson@mt.gov](mailto:mindi.askelson@mt.gov) or 406-444-0768



Steven Morgan at [steve.morgan@mt.gov](mailto:steve.morgan@mt.gov) or 406-594-9728






# Resources at OPI.MT.GOV

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.

OFFICE OF THE SUPERINTENDENT

2021-2022 SUMMATIVE ASSESSMENT SCORES

MEET EXECUTIVE STAFF

OPI ORGANIZATIONAL CHART

SEE OPI PRESS RELEASES


ESSER

OFFICE OF PUBLIC INSTRUCTION PUTTING MONTANA STUDENTS FIRST

Search...

Families & Students Educators Leadership Contact Safety & Student Support

Montana Office of Public Instruction



OFFICE OF THE SUPERINTENDENT

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.

ESSER

<b>Academic Success</b>	<b>Assessment &amp; Accountability</b>	<b>Data &amp; Reporting</b>	<b>Finance &amp; Grants</b>	<b>Management &amp; Operations</b>	<b>OPI Communication</b>
Administrators	Educator Licensing & Preparation Task Forces	Access to OPI Information Reporting Systems	District Travel Reimbursement	Emergency Planning & Safety	Education Advocates
Professional Learning	Educator Preparation	AIM- Achievement in Montana	E-Grants	Legal Division	MASS Resources
After School Programs	Montana Alternative Student Testing Pilot Program	CSPR	Elections	Montana Schools Directory	OPI Email Communication
Every Student Succeeds Act (ESSA)	School Accreditation	Data Use in Education	Legislative Updates	Office of the Superintendent	OPI Monthly Compass
Executive & Teacher Leadership Academies	Statewide Testing	Find & Request Data	School Finance	School Innovation, Flexibility & Efficiency	OPI Navigator
Montana Advanced Opportunities		GEMS Data Warehouse	School Nutrition Payments	School Nutrition	OPI Productions
Title & Other Federal Programs		Student Privacy & K-12 Data Governance		IT Resources for Schools - Programs & Grants	Subscribe to Emails
Transformational Learning		Youth Risk Behavior Survey			

## E-Grants Login Page

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

# Q & A

Feel free to ask questions!

## ESSER Program Questions

Wendi Fawns at [wendi.fawns@mt.gov](mailto:wendi.fawns@mt.gov) or 406-437-8595

Rebecca Brown at [rebecca.brown@mt.gov](mailto:rebecca.brown@mt.gov) or 406-444-0783

## E-Grants Designer – Technical Support Questions

Mindi Askelson at [mindi.askelson@mt.gov](mailto:mindi.askelson@mt.gov) or 406-444-0768