



Montana

Office of Public Instruction

ESSER Guidance Sessions – October
**E-Grants Amendments & Cash Requests
Training and Tips for Clerks**

Prepare, Prevent, and Respond

October 18, 2022

PRESENTERS

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Goals For This Session

- A Clerk's Perspective of ESSER
- Grant Tracking
 - Sample spreadsheet/workbook
- Cash Request Tracking
 - Sample spreadsheet/workbook
- Excel Tips & Tricks
- Notes on E-Grants
 - Tracking budget before & after amendments
 - Viewing/printing in E-Grants
 - OPI Allocation / Status Update monthly report
 - Excel/TFS Upload
- Wrap-Up and OPI Resources





ESSER From A Clerk's Perspective

Jolene Tollenaar

Director of Business Services / District Clerk
Corvallis School District

- Worked with ESSER since the beginning
- Lots to keep track of, can get confusing
- Developed an Excel spreadsheet to help with tracking all the different aspects of ESSER grants





Grant Tracking

1. Print GAN from E-Grants and staple to folder (scan for audit)
 2. Print Original Budget from E-Grants Set up tracking in Excel grant workbook (see example workbook)
 3. All amendments, cash requests, and cash received enter in the workbook
 4. Each cash request should have its own document detailing the request (see example workbook)
- Use the “Notes” sheet in the workbook to remind where you left off and things that still need to be done.



- Page 1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
5			21-22			100	200	300	400	500	600	700	800	balance	
6	BER	776	original	transfers	adjustments	Salaries	Benefits	purchased services	property	other purchased	supplies	property & equip	other objects		
7	on		\$43,532.00						\$43,532.00					\$43,532.00	
8	ocations (leave blank if no change)														leave blank if no
9						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Total amendment
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- process notes

6/7/2022	Ned to fix ESSER II CASH Request 5-19-22
6/7/2022	Need to ask for Amendment for ESSER III lost instructional time move that 457000 to salaries and benefits
22-Jan	county deposited all 785 and 775 to 7750 in error
	deposit amount 263071 775
	corrected 96102 775
	corrected 166969 785
8/12/2022	esser iii NEEDS AMENDMENT THEN CASH REQUEST
	SEE 215 22-23 FOR CASH REQUEST NEEDS
9/14/2022	Esser III base amendment submitted 2nd time
	Cash Requests Needed
	EsSer III what is the amended budget???
9/14/2022	need to do another ESSer III amendment this one to 787 for a 942 mDA charge in the 300 obj code then cash request, due 785 cash request first as it is much bigger.



Cash Request Tracking in the Workbook

Cash Request Directions

Cash Request Expenditures

1. Pull expenditures by date by project code into excel from Black Mountain*
 2. Save as a new file, name it by Grant and number of Request
 1. IE: ESSER II Base Cash Request 1
 3. Filter or sort to determine how much in each category you are requesting
 4. Label each line with category and amount of total, to be traceable
- *Note: Make sure all project begin/end dates are removed in Black Mountain
 - Note: Do cash requests by 25th of the month for payment on the 10th of next month



Cash Request Tracking in the Workbook

Example spreadsheet page:
Unsorted

Doc #/Line #	Project	Project Description	Fund	Org	Accounting	Object	Doc #/Line #	Description	Vendor	Period	Amount	Cash request number and line amount
PR 210604 234	775	ESSER II - Basic	215	557	E 775-1000	150	PR 210604 234	Payroll Expenditure		6/21	6,000.00	ESSER II cash request 1 - 22250
PR 210604 235	775	ESSER II - Basic	215	557	E 775-1000	210	PR 210604 235	Employer Contributions		6/21	459.00	Esser II Cash Request 1 - 3927
PR 210604 236	775	ESSER II - Basic	215	557	E 775-1000	220	PR 210604 236	Employer Contributions		6/21	550.20	Esser II Cash Request 1 - 3927
PR 210604 237	775	ESSER II - Basic	215	557	E 775-1000	240	PR 210604 237	Employer Contributions		6/21	216.00	Esser II Cash Request 1 - 3927
PR 210604 238	775	ESSER II - Basic	215	557	E 775-1000	250	PR 210604 238	Employer Contributions		6/21	28.26	Esser II Cash Request 1 - 3927
PR 210604 239	775	ESSER II - Basic	215	557	E 775-2300	150	PR 210604 239	Payroll Expenditure		6/21	2,500.00	ESSER II cash request 1 - 49000
PR 210604 300	775	ESSER II - Basic	215	557	E 775-2300	210	PR 210604 300	Employer Contributions		6/21	191.25	ESSER II cash request 1 - 6126
PR 210604 301	775	ESSER II - Basic	215	557	E 775-2300	220	PR 210604 301	Employer Contributions		6/21	229.25	ESSER II cash request 1 - 6126
PR 210604 302	775	ESSER II - Basic	215	557	E 775-2300	240	PR 210604 302	Employer Contributions		6/21	9.00	ESSER II cash request 1 - 6126
PR 210604 303	775	ESSER II - Basic	215	557	E 775-2300	250	PR 210604 303	Employer Contributions		6/21	11.78	ESSER II cash request 1 - 6126
PR 210604 304	775	ESSER II - Basic	215	557	E 775-2400	150	PR 210604 304	Payroll Expenditure		6/21	1,000.00	ESSER II cash request 1 - 49000
PR 210604 305	775	ESSER II - Basic	215	557	E 775-2400	210	PR 210604 305	Employer Contributions		6/21	76.51	ESSER II cash request 1 - 6126
PR 210604 306	775	ESSER II - Basic	215	557	E 775-2400	220	PR 210604 306	Employer Contributions		6/21	91.70	ESSER II cash request 1 - 6126
PR 210604 307	775	ESSER II - Basic	215	557	E 775-2400	240	PR 210604 307	Employer Contributions		6/21	3.60	ESSER II cash request 1 - 6126
PR 210604 308	775	ESSER II - Basic	215	557	E 775-2400	250	PR 210604 308	Employer Contributions		6/21	2.35	ESSER II cash request 1 - 6126
PR 210604 333	775	ESSER II - Basic	215	558	E 775-1000	150	PR 210604 333	Payroll Expenditure		6/21	2,000.00	ESSER II cash request 1 - 22250
PR 210604 334	775	ESSER II - Basic	215	558	E 775-1000	210	PR 210604 334	Employer Contributions		6/21	153.00	ESSER II cash request 1 - 3927
PR 210604 335	775	ESSER II - Basic	215	558	E 775-1000	220	PR 210604 335	Employer Contributions		6/21	183.40	ESSER II Cash Request 1 - 3927
PR 210604 336	775	ESSER II - Basic	215	558	E 775-1000	240	PR 210604 336	Employer Contributions		6/21	7.20	ESSER II Cash Request 1 - 3927
PR 210604 337	775	ESSER II - Basic	215	558	E 775-1000	250	PR 210604 337	Employer Contributions		6/21	9.42	ESSER II Cash Request 1 - 3927
PR 210604 338	775	ESSER II - Basic	215	558	E 775-2300	150	PR 210604 338	Payroll Expenditure		6/21	2,500.00	ESSER II cash request 1 - 49000
PR 210604 339	775	ESSER II - Basic	215	558	E 775-2300	210	PR 210604 339	Employer Contributions		6/21	500.00	ESSER II cash request 1 - 49000
JV 101285 12	775	ESSER II - Basic	215	731	E 775-2134	113	JV 101285 12	ESSER II Nursing Services		6/21	23,000.00	ESSER II cash request 1 - 23000
JV 101285 13	775	ESSER II - Basic	215	731	E 775-2134	210	JV 101285 13	ESSER II Nursing Services		6/21	1,760.00	ESSER II cash request 1 - 4424 sb 4224
JV 101285 14	775	ESSER II - Basic	215	731	E 775-2134	230	JV 101285 14	ESSER II Nursing Services		6/21	1,950.00	ESSER II cash request 1 - 4424 sb 4224
JV 101285 15	775	ESSER II - Basic	215	731	E 775-2134	240	JV 101285 15	ESSER II Nursing Services		6/21	105.00	ESSER II cash request 1 - 4424 sb 4224
JV 101285 16	775	ESSER II - Basic	215	731	E 775-2134	250	JV 101285 16	ESSER II Nursing Services		6/21	133.00	ESSER II cash request 1 - 4424 sb 4224
JV 101285 17	775	ESSER II - Basic	215	731	E 775-2134	260	JV 101285 17	ESSER II Nursing Services		6/21	276.07	ESSER II cash request 1 - 4424 sb 4224
PR 210604 353	775	ESSER II - Basic	215	731	E 775-2300	150	PR 210604 353	Payroll Expenditure		6/21	38,000.00	ESSER II cash request 1 - 49000
PR 210604 354	775	ESSER II - Basic	215	731	E 775-2300	210	PR 210604 354	Employer Contributions		6/21	2,524.50	ESSER II cash request 1 - 6126
PR 210604 355	775	ESSER II - Basic	215	731	E 775-2300	220	PR 210604 355	Employer Contributions		6/21	1,146.25	ESSER II cash request 1 - 6126
PR 210604 356	775	ESSER II - Basic	215	731	E 775-2300	230	PR 210604 356	Employer Contributions		6/21	1,190.00	ESSER II cash request 1 - 6126

You can see all cash requests and their details

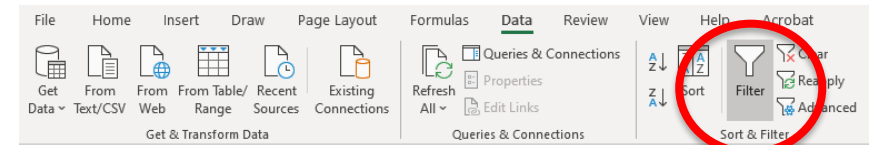
Cash Request Directions

Cash Request Expenditures

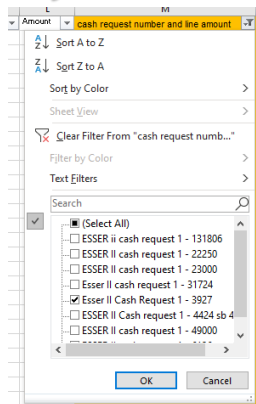
Sorted by Cash Request

Doc #/Line #	Project	Project Description	Fund	Org	Accounting	Object	Doc #/Line #	Description	Vendor	Period	Amount	Cash request number and line amount
PR 210604 235	775	ESSER II - Basic	215	557	E 775-1000	210	PR 210604 235	Employer Contributions		6/21	459.00	Esser II Cash Request 1 - 3927
PR 210604 236	775	ESSER II - Basic	215	557	E 775-1000	220	PR 210604 236	Employer Contributions		6/21	550.20	Esser II Cash Request 1 - 3927
PR 210604 237	775	ESSER II - Basic	215	557	E 775-1000	240	PR 210604 237	Employer Contributions		6/21	216.00	Esser II Cash Request 1 - 3927
PR 210604 238	775	ESSER II - Basic	215	557	E 775-1000	250	PR 210604 238	Employer Contributions		6/21	28.26	Esser II Cash Request 1 - 3927
PR 210604 334	775	ESSER II - Basic	215	558	E 775-1000	210	PR 210604 334	Employer Contributions		6/21	153.00	ESSER II cash request 1 - 3927
PR 210604 335	775	ESSER II - Basic	215	558	E 775-1000	220	PR 210604 335	Employer Contributions		6/21	183.40	ESSER II Cash Request 1 - 3927
PR 210604 336	775	ESSER II - Basic	215	558	E 775-1000	240	PR 210604 336	Employer Contributions		6/21	7.20	ESSER II Cash Request 1 - 3927
PR 210604 337	775	ESSER II - Basic	215	558	E 775-1000	250	PR 210604 337	Employer Contributions		6/21	9.42	ESSER II Cash Request 1 - 3927
PR 210604 362	775	ESSER II - Basic	215	963	E 775-1000	210	PR 210604 362	Employer Contributions		6/21	306.00	Esser II Cash Request 1 - 3927
PR 210604 363	775	ESSER II - Basic	215	963	E 775-1000	220	PR 210604 363	Employer Contributions		6/21	366.80	Esser II Cash Request 1 - 3927
PR 210604 364	775	ESSER II - Basic	215	963	E 775-1000	240	PR 210604 364	Employer Contributions		6/21	14.40	Esser II Cash Request 1 - 3927
PR 210604 365	775	ESSER II - Basic	215	963	E 775-1000	250	PR 210604 365	Employer Contributions		6/21	18.84	Esser II Cash Request 1 - 3927
PR 210604 385	775	ESSER II - Basic	215	964	E 775-1000	210	PR 210604 385	Employer Contributions		6/21	784.13	ESSER II Cash Request 1 - 3927
PR 210604 386	775	ESSER II - Basic	215	964	E 775-1000	220	PR 210604 386	Employer Contributions		6/21	939.93	ESSER II Cash Request 1 - 3927
PR 210604 387	775	ESSER II - Basic	215	964	E 775-1000	240	PR 210604 387	Employer Contributions		6/21	36.90	ESSER II Cash Request 1 - 3927
PR 210604 388	775	ESSER II - Basic	215	964	E 775-1000	250	PR 210604 388	Employer Contributions		6/21	48.25	ESSER II Cash Request 1 - 3927

You can use the Filter tool to sort to see only certain cash requests and their details

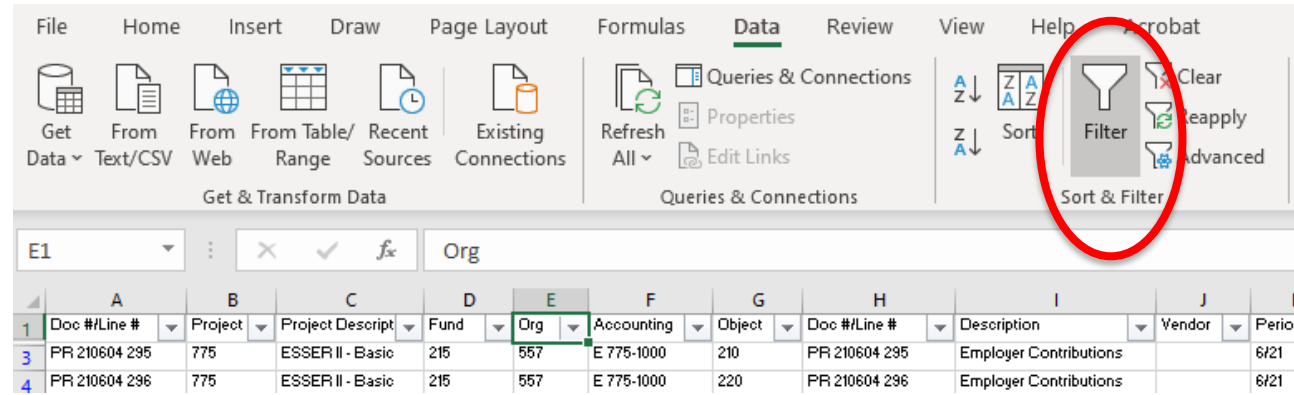


Doc #/Line #	Project	Project Description	Fund	Org	Accounting	Object	Doc #/Line #	Description	Vendor	Period
PR 210604 235	775	ESSER II - Basic	215	557	E 775-1000	210	PR 210604 235	Employer Contributions		6/21
PR 210604 236	775	ESSER II - Basic	215	557	E 775-1000	220	PR 210604 236	Employer Contributions		6/21

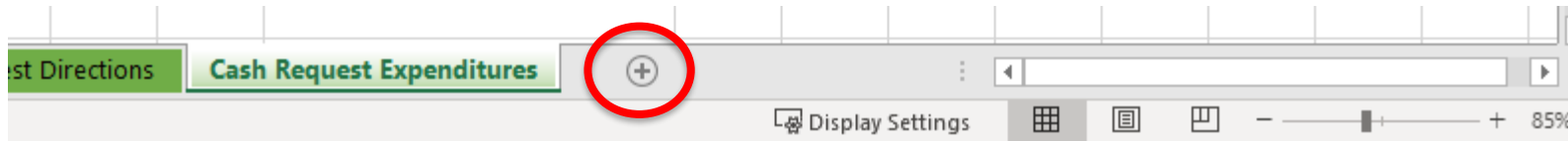


Excel Tips & Tricks

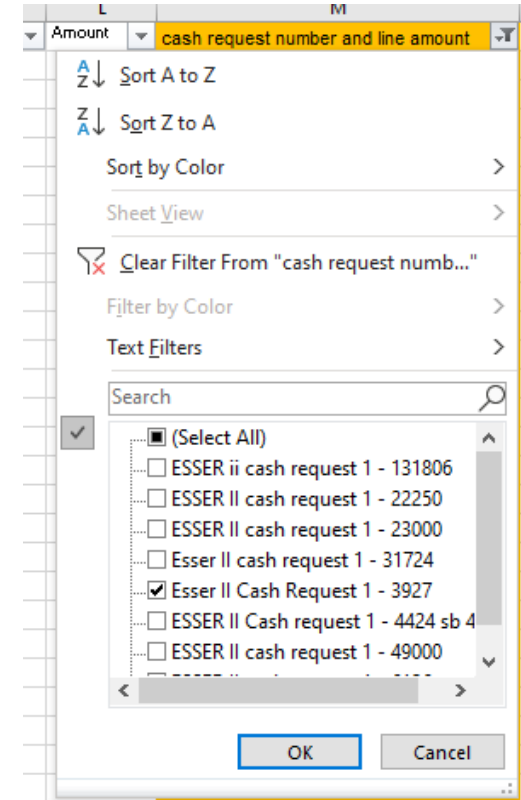
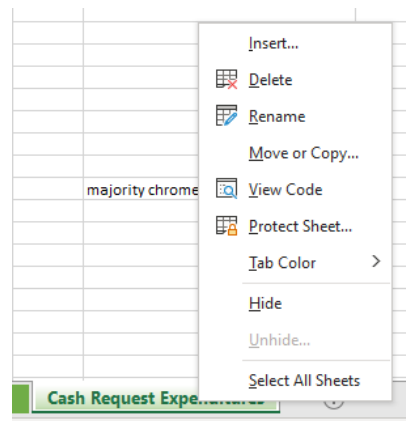
1. Filter/Sort



2. Add a new sheet



3. Edit existing sheets





Excel/TFS Upload

- Use an apostrophe ' before number for both Excel and upload in TFS
 - Often in Excel you will need to have a number with a leading zero.
 - Using an apostrophe ' before the number holds the zero.
 - This is important for TFS upload in MAEFAIRS and E-Grants.
 - Example: 0731 reverts to 731 in the excel sheet, use '0731 to hold the zero.



Notes on E-Grants: Tracking Budget Through Amendments

- In the “E-Grants Access Select” page, you can see all grants within the fiscal year
- Click on the box next to desired grant
 - This is a drop-down menu which shows all amendments
- Select desired amendment
- Select “Open” button to view amendment

Select Fiscal Year: 2021

Created

Application Name	Revision	Status	Date	Actions				
IDEA Consolidated Application	Original Application	Final Approved	9/28/2020	OPEN	Amend	PAYMENTS	REVIEW SUMMARY	Delete Application
ESEA Consolidated Application	Amendment 1	Final Approved	5/18/2021	OPEN	Amend	PAYMENTS	REVIEW SUMMARY	Delete Application
ESSER Consolidated	Amendment 1	Final Approved	8/16/2021	OPEN	AMEND	PAYMENTS	REVIEW SUMMARY	Delete Application
ESSER III Consolidated	Amendment 4	Final Approved	5/3/2022	OPEN	AMEND	PAYMENTS	REVIEW SUMMARY	Delete Application

Discretionary Grant

Amendment 3

Amendment 3

Amendment 2

Amendment 1

Original Application

Notes on E-Grants: Viewing/Printing in E-Grants

- To print a single page:
 - Click “Printer Friendly” in top-right corner
 - Press Ctrl+P on your keyboard to print the page
- To print the entire application:
 - Click “Application Print” tab
 - Select which pages you want to print
 - Click “Request Print”
 - You will receive an email documenting your request
 - Print will be ready at the top of the hour

am specific pages:

ESSER Consolidated

[Printer-Friendly](#)

[Click to Return to Organization Select](#)
[Click to Return to eGrants Access/Select Page](#)

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

GE_LOCK CONTROL

APPLICATION PRINT

☐ ESSER Consolidated

☐ ESSER Base

☐ School District Supplemental

☐ Other Educational Institutions

☐ Special Needs

☐ School District Targeted

☐ Supplemental Targeted

REQUEST PRINT

DoNotReply@mt.gov
E-Grants Print All Request
Your request for a print-out of

Tue 10/4



Notes on E-Grants: Grand Award Notification (GAN)

- The GAN for each grant can be found on the E-Grants Access Select page

Select Fiscal Year:

2021

Created

Formula Grant

	Application Name	Revision	Status	Date	
	IDEA Consolidated Application	Original Application	Final Approved	8/31/2020	OPEN
	ESEA Consolidated Application	Original Application	Final Approved View GAN	9/17/2020	OPEN
	ESSER Consolidated	Amendment 5	Returned for Changes	10/13/2022	OPEN
	ESSER III Consolidated	Amendment 1	Final Approved View GAN	10/18/2022	OPEN

Discretionary Grant

There currently aren't any Discretionary Grant applications create



OPI Allocation/Status Update Monthly Report on OPI Website

- On the OPI ESSER Website at: <https://opi.mt.gov/COVID-19-Information/ESSER>
- Under ESSER Resources > Allocation and Status Updates
 - District/Trustee updates produced monthly
 - Show high-level view of school status:
 - Overall Allocation
 - Allocation within each budget program
 - Expenditures to date
 - Remaining balance

ESSER Resources

▶ ESSER State and District Plan

▶ FAQ and Guidance

▼ Allocation and Status Updates

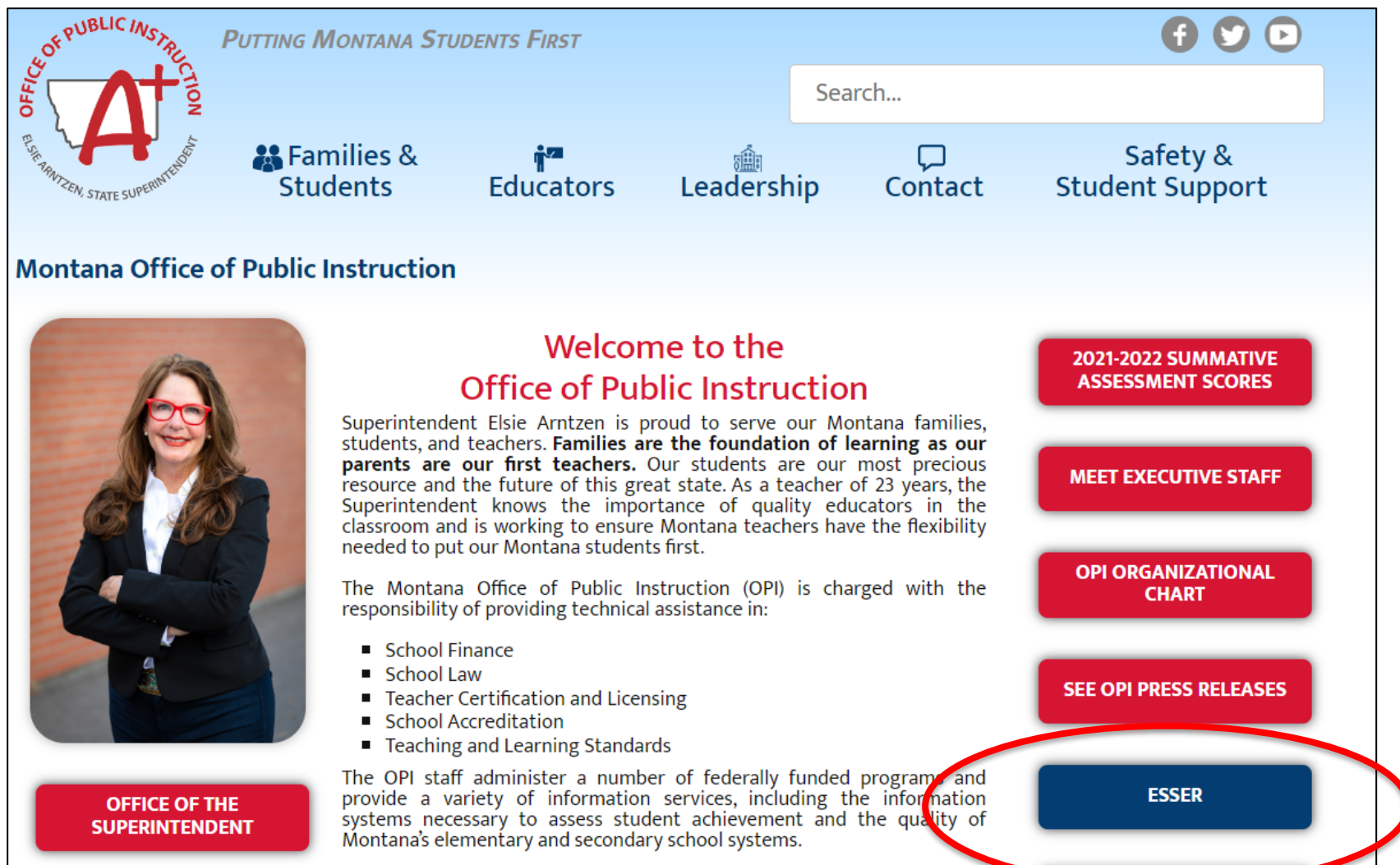
Allocation Updates

- [ESSER I, II and III District Allocations \(pdf\)](#)
- [Enrollment Increase \(HB 630\) BASE Aid Payment Guidance \(pdf\)](#)

Status Updates

- [December 2021 Status Report \(pdf\)](#)
- [February 2022 Status Report \(pdf\)](#)
- [March 2022 Status Report \(pdf\)](#)
- [May 2022 Status Report \(pdf\)](#)
- [June 2022 Status Report \(pdf\)](#)
- [District August 2022 Status Report \(pdf\)](#)
- [Trustee August 2022 Status Report \(pdf\)](#)

Resources at OPI.MT.GOV

A screenshot of the Montana Office of Public Instruction (OPI) website. The header is light blue and contains the OPI logo on the left, the tagline 'PUTTING MONTANA STUDENTS FIRST' in the center, and social media icons (Facebook, Twitter, YouTube) on the right. Below the header is a navigation bar with links for 'Families & Students', 'Educators', 'Leadership', 'Contact', and 'Safety & Student Support'. The main content area has a light blue background. On the left, there is a portrait of Superintendent Elsie Arntzen. To her right, a red button reads 'OFFICE OF THE SUPERINTENDENT'. The central text welcomes visitors to the OPI and lists services provided. On the right side of the main content area, there are five red buttons stacked vertically: '2021-2022 SUMMATIVE ASSESSMENT SCORES', 'MEET EXECUTIVE STAFF', 'OPI ORGANIZATIONAL CHART', 'SEE OPI PRESS RELEASES', and 'ESSER'. The 'ESSER' button is circled in red. The bottom of the page is a solid red bar.

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 ASSESSMENT SCORES

MEET EXECUTIVE STAFF

OPI ORGANIZATIONAL CHART

SEE OPI PRESS RELEASES

ESSER

Q & A

For questions or additional information please contact:

ESSER Program Questions

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

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

**Jolene Tollenaar, Director of Business Services / District Clerk,
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