

Title I School Support Budget Information

All CSI school activities funded with Title I 1003(a) school improvement funds must be reasonable and necessary and directly related to the implementation of the LEA/school action plan.

The applicant will use funds under this program to supplement, *not supplant*, any non-Federal funds that would be used to advance outcomes for students K-12.

Budget Object Codes:							
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	Indirect Cost

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

Grant Deadlines

Cash requests are due on the *25th* of each month and paid on the *10th* of the following month. **This process changes during the months of June and July.**

- Cash requests submitted from April 26th through May 25th, will be processed and paid on June 10th.
- Cash requests submitted from May 26th through June 20th, will be processed and paid on June 27th.
- **There will be no payments processed in the month of July, the next grant payment will be made on August 11th.**

Title I School Support Grant Ends September 30th

- September 30 Last day to create amendments
- September 30 Last day to obligate funds
- October 24 Deadline for final liquidation cash requests
- November 10 Cash requests will be processed and paid
- **November 25 Deadline to submit Final Expenditure Reports**

Locating Contacts and Grant Award Notifications (GAN)

Under each program there will be a hyperlink "View GAN" this will be where a district can locate program specific information:

When reviewing GANs for Consolidated applications, each program will have their own page per program.

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E-Grants Access Select

Select Fiscal Year: 2025 [Click for Instructions](#)

[Click to view Funding Summary](#)

Created

Formula Grant

Application Name	Revision	Status	Date	Actions
IDEA Consolidated Application	Original Application	Final Approved <small>View Data</small>	11/26/2024	OPEN PAYMENTS REVIEW SUMMARY
ESEA Consolidated Application	Amendment 1	Submitted To OPI <small>View Data</small>	3/10/2025	OPEN PAYMENTS REVIEW SUMMARY
WIOA Title II - Adult Education	Original Application	Final Approved <small>View Data</small>	11/26/2024	OPEN AMEND PAYMENTS REVIEW SUMMARY <small>Delete Application</small>

Discretionary Grant

Application Name	Revision	Status	Date	Actions
McKinney Vento Continuing	Original Application	Final Approved <small>View Data</small>	9/24/2024	OPEN PAYMENTS REVIEW SUMMARY

Competitive Grant

There currently aren't any Competitive Grant applications created.

Intent to Apply

Pop-ups & Redirects

Settings – Privacy & Security – Site Settings – Pop-ups and Redirects

(they will still have the default as “Don’t allow sites to send pop-ups or use redirects”)

Under Customized – Allowed to send pop-ups and use redirects they will add the e-grants website, posted link below.

<https://egrants.opi.mt.gov/OPIGMSWeb/Logon.aspx>

Examples of Allowable and Unallowable Title I School Support Expenditures		
Type of Expense	Allowable	Unallowable
Appliances (microwaves, refrigerators, etc.)		X
Alcoholic beverages		X
Approved External Partner coaching and mentoring	X	
Athletic equipment		X
Building maintenance, repairs, and supplies		X
Computers for student use in the classroom only	X	
Construction, remodeling, or renovation		X
Evidence-Based Curriculum (Math, Science, STEM, ELA, are all included!)	X	
Employee awards		X
Employee benefits, pension plans, unemployment insurance, health insurance, severance pay, and life (<i>supplementing</i> schools or grade bands identified for Comprehensive School Improvement only)	X	
Field trips for educational purposes*	X	

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Examples of Allowable and Unallowable Title I School Support Expenditures

Type of Expense	Allowable	Unallowable
Field trips for recreational purposes	X	X
Fundraisers	X	X
Furniture (not for classroom use)	X	X
Gifts, gift certificates, congratulatory cards, etc.	X	X
Gratuities, delivery charges, and tips	X	X
Instructional materials (workbooks, textbooks, teacher guides, etc.)	X	X
Lobbying	X	X
Lodging and travel costs*	X	X
Mailings (information on testing dates, Comprehensive School Improvement activities)	X	X
Office equipment (printers, copiers, fax machines, etc.)***	X	X
Non-promotional pamphlets or brochures (for informing parents of assessments, school achievement, important dates, etc.)	X	X
Parent award events, banquets, etc.	X	X
Parent workshops (monitoring student performance, skills training, child advocacy, etc.)	X	X
Preschool services	X	X
Professional and consultant services (must be OPI approved)	X	X
Professional development for instructional staff (course fees/costs) (for schools or grade bands identified for Comprehensive School Improvement only)	X	X
Promotional items or merchandise (t-shirts, ball caps, clothing with school logos, etc.)	X	X
Salaries and stipends for staff and faculty (<i>supplementing</i> schools or grade bands identified for Comprehensive School Improvement only)	X	X
Salaries for district administrative or school staff serving schools that are not in Comprehensive School Improvement	X	X
Salaries for district or school administrative staff (<i>supplementing</i> schools or grade bands identified for Comprehensive School Improvement only)	X	X
School uniforms	X	X

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Examples of Allowable and Unallowable Title I School Support Expenditures

Type of Expense	Allowable	Unallowable
Software licenses	X	
Student awards, gifts, or incentives		X
SMART boards, projectors, and instructional websites	X	
Televisions, home theater systems, and any related accessories		X
Tier 1, 2, and 3 supports and intervention programs	X	
Transportation for parents to attend parental involvement events, workshops, etc.*	X	
Tutoring (including before and after school)*	X	
Yearbooks, school calendars, and school merchandise		X

Is a program evidence-based? Check reviews at [EdReports](#) or [What Works Clearinghouse](#)

***For identified schools or grade bands only
(for example, Elementary, 5-6, Middle School, 7-8, or High School)**

Administrative, Faculty, and Staff salaries for employees who serve schools or specific grade bands identified for Comprehensive School Improvement; must be allocable. For example, if a district or school employee serves students, parents, or teachers at schools in Comprehensive School Improvement 50 percent of the time, then Title I School Support funding should cover a *maximum* of 50 percent of the employee's salary and each job-related benefit.

****If a parental involvement meeting occurs during a typical mealtime (breakfast, lunch, or dinner), Title I School Support funding may be used to cover the cost of meals. If the meeting does not occur during a typical mealtime, the school may provide snacks only. Schools should make every effort to schedule parent meetings at times other than mealtimes and at convenient times for parents to attend.**

Note: Schools should have a policy for food purchases and should ensure to adhere to that policy.

*******Purchasing office equipment that is required for the daily operation of a school is unallowable because such purchases are not considered supplemental in nature. However, office equipment purchases for school improvement may be allowable, reasonable, and necessary.

Schools should contact the OPI with any questions or concerns regarding the use of Title I School Support funds.

Cash Request & Budget Pages

OPI has changed the guidelines for what is acceptable when approving cash requests. The increase in detail is needed in response to OPI audit findings related to the cash request process. This change has made it easier

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for the cash requests to be approved in a timely manner and has resolved any discrepancies in the submission information. It is intended to prevent the need to submit receipts/documentation for every purchase request sent through to OPI.

If you see cash requests being returned to your district more frequently, please look through your descriptions and make sure it ties to what your original grant application states. If changes are needed to your application, please submit an amendment before creating another cash request.

OPI must determine that the expenses are allowable under the grants. This change included salaries and benefits. Instead of writing salaries/benefits/supplies, etc., we are requesting that you include more of what was written in the original application. Below are some examples of what we are requesting:

100 Personal Services—Salaries

- a. Position(s) salaries are for
- b. Staff count covered
- c. Time frame salaries are for
- d. Specific duties salaries are paid on if applicable

200 Personal Services—Employee Benefits

- a. Position benefits are for
- b. Time frame benefits are for
- c. Specific duties benefits are paid on if applicable

300 Purchased Professional and Technical Services

- a. Service dates covered by payment request
- b. Specific services provided
- c. Confirmation that the services are contracted
- d. Why is this expense allowable under this grant?

400 Purchased Property Services

- a. Service/rental dates covered by payment request
- b. Specific services provided
- c. Why is this expense allowable under this grant?

500 Other Purchased Services

- a. Service dates covered by payment request
- b. Specific services provided with dates of when expenses occurred & date of service
- c. Details of related expenses ie: travel related expenses, per diem, hotel, mileage (except fuel)
- d. Unit cost and number of units if applicable
- e. Why is this expense allowable under this grant?

600 Supplies and Materials

- a. Unit cost and number of units if applicable
- b. Detail of items purchased (“supplies” is not acceptable description)

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- c. Date range of purchases covered by payment request
- d. Why are these expenses allowable under this grant?

700 Property and Equipment Acquisition

- a. Unit cost and number of units if applicable
- b. Date range of purchases covered by payment request
- c. Why are these expenses allowable under this grant?

800 Other Expenditures

- a. Dates covered by payment request
- b. Unit cost and number of units if applicable
- c. Date range of purchases covered by payment request
- d. Why are these expenses allowable under this grant?

Returned Cash Requests

The above steps are crucial for accessing the notes provided when returning a request.

When cash requests or expenditure reports are returned, we at OPI provide notes under the review checklist. We provide details as to why we are returning and what we are needing for modifications.

Start by selecting payments (reference to the return email, provides the year and application/program)
View Cash Request/Expenditure Reports – Select the disapproved request

Applicant: [REDACTED]

Application: 2024-2025 Title I School Support - 00- School Year: 7/1/2024 - 6/30/2025

Cash Request/Expenditure Report Menu

[Click for Instructions](#)

Program:

Cash Requests:

Select an Cash Request from the list(s) below and press one of the following buttons:

Select	Cash Request	Date Created	Date Submitted	Final Approval Date	Status
<input checked="" type="radio"/>	Cash Request 1	11/26/2024	2/3/2025		Returned for Changes

Select the SEA Accountant – Review Checklist (not review checklist print)



Applicant: [REDACTED]

Application Cycle: 2024-2025 Title I School Support - 00-Cash Request 1 School Year: 7/1/2024 - 6/30/2025

Review Summary

[Click for Instructions](#)
 latest submission to OPI occurred on: 9/27/2024

Round 2				
Select	Stop	Group	Staff	Status
	2	LEA Financial Business Manager	[REDACTED]	Submitted
<input checked="" type="radio"/>	4	SEA Accountant	[REDACTED]	Rejected

The screen will look as below:
 Notes will be provided for reason of return:

Applicant: [REDACTED]

Application Cycle: 2024-2025 Title I School Support - 00-Cash Request 1

**TITLE I SCHOOL SUPPORT
CASH REQUEST
CHECKLIST**

Cash Request Review - Title I School Support

[Click for Instructions](#)

1. Is the Cash Request approvable?

Comment (117 of 2000 maximum characters used)
 New requirements - Details (per object code) such as staff count/duties, payroll dates, purpose and relation to grant

Final Expenditure Reports (FERs)

After the final expenditure report deadline, new year grant payments will not be processed and paid until all final expenditure reports for the prior year are received. Final expenditure reports received by the OPI after the due date must have Centralized Services or the OPI’s approval prior to submission.

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Please remember that payments can be made on final expenditure reports for those who have submitted at least one cash request within the grant period. If you have not submitted a cash request over the duration of the grant period, supporting documentation will be required to ensure expenses met liquidation period. For those expenditures that missed the liquidation period, submit a final expenditure to reflect only expenditures within the appropriated timeline of the grant. Any expenditures occurred outside of the liquidation period must be paid from the current year application.

The grant will not be considered closed out until all reports have been received. The \$0 reports will be created/submitted the same way, the only difference is the accumulated expenditures will be \$0. Submitting these reports ensures that any carryover remaining within the grant is transferred into the new year correctly.

Instructions for completing the final expenditure report

Final expenditure reports are located within the payments section of eGrants, below where users create cash requests. Create a final expenditure report and fill out the accumulated expenditures to date column with final totals, listing how funds were expended. If you are requesting a final payment off the Final Expenditure Report, please add the funds already released to the funds being requested in the accumulated expenditures column. On the bottom left of the report, the “Funds on Hand” amount should reflect the amount you are requesting. If your District finds that it over requested funds throughout the year, this can be corrected on the final expenditure report by reducing the amount in the accumulated expenditures column.

EXAMPLE: If the number is negative- "\$458.00"- this is the payment OPI will be sending. If the amount is a positive number- "\$458.00"- this is a refund due to the OPI.

Once this has been completed, select the End Period Expense Date: 9/30/20XX.

Check the Final Expenditure check box on the bottom left of the page.

Select calculate totals. If no errors appear, save, and submit to OPI

Outstanding or Unapproved Cash Requests

The OPI is unable to process or approve cash requests until all prior year funded programs have been closed, regardless of transfers under the ESEA Consolidated Application.

Commonly Asked Questions

Error messages occur for numerous reasons and commonly provide brief detail. These details can be difficult in depicting what is needed for resolution of the error.

Most common errors occur after closing prior year applications with remaining balances that carryover. If an amendment has yet to be created to obligate carryover funds within 60-90 days after closing, the system will throw an error message when creating a cash request.

A district may confirm carryover utilizing the hyper link to the right of the fiscal year “Click to View Funding Summary”

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E-Grants Access Select

Select Fiscal Year: 2025 [Click to view Funding Summary](#) [Click for Instructions](#)

Created

Formula Grant

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Discretionary Grant

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Competitive Grant

If the “Total Funds Available” differ from the “Last Approved Budget” this indicates carryover funds have successfully moved and available to obligate.

Funding Summary

Select Fiscal Year: 2025 [Click for Instructions](#)

Program	Application Name	Total Funds Available	Last Approved Budget	Paid To Date	Amount Remaining
Title I A - Basic	ESEA Consolidated Application	\$112,852	\$0	\$56,200	\$56,652
Title I A - Schoolwide	ESEA Consolidated Application	\$6,335,649	\$0	\$1,435,754	\$4,899,895
Title II - A Supporting Effective Instruction	ESEA Consolidated Application	\$0	\$0	\$0	\$0
Title III - English Language Acquisition	ESEA Consolidated Application	\$0	\$0	\$0	\$0
Title IV - A Student Support and Academic Enrichment	ESEA Consolidated Application	\$380,480	\$0	\$74,818	\$305,642
Title V - B Rural and Low-Income Schools	ESEA Consolidated Application	\$0	\$0	\$0	\$0

Resources

[25-25 CSI Budget Drawdowns Timeline](#)

[FY25 Grant Deadline Notification](#)

[Creating Amendments](#)

[eGrants Funding Cash Request Examples and Verbiage](#)

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