

## Title IV-A SSAE Program Report Instructions for E-Grants



**Please note, the Title IV-A SSAE Report for 2020-21 SY is due DEC. 17, 2021.**

### To Create a Title IV-A SSAE Program Report

You will find the Title IV-A SSAE Program Report in the [E-grants system- Logon here](#).

1. On the main menu, select: **E-grants Access/ Select**.
2. On the next screen, make sure **2022** is the selected fiscal year from the dropdown tab. Near the bottom of the page under Program Reports, you should see the **Title IV-A SSAE Program Report**. In the lower right corner, you will select "Create."

Program Reports		
Title IV-A SSAE Program Report	Submissions due by 12/17/2021	<b>Create</b>

3. Once the application is open, review the **Contact Information** tab to make sure the information is current. Also, in the area labeled **Alternate Contact Approval/Disapproval E-mail Notification** please add the e-mail address of the clerk/business manager (or other staff member responsible for completing the report). This will ensure timely communications regarding approval or revisions needed.
4. Next, navigate to the **Program Detail** tab to complete the three required subtabs.

Overview	Contact Information	Program Detail	Amendment Description	Submit	Application History	Page_Lock Control	Application Print
Program Expenditures Report			LEA Data	End_of_Year Reporting			

### PROGRAM DETAIL: Program Expenditures Report

To meet federal reporting requirements, you will need to gather specific expenditure data for how the Title IV-A funds were spent by priority area in the identified 12-month window. For this collection, the 12-month expenditure window is **July 1, 2020 to June 30, 2021**, the state fiscal year.

The school district accounting codes for Title IV-A are:

**Fund: 15**

**Revenue Code: 4590**

**Expenditure Program Code: 459**

Title IV-A allowable uses fall into three priority areas: Well-Rounded Education (WRE), Safe and Healthy Students (S&H), and Effective Use of Technology (EUT). In the program report, we have included the percentages and budgeted amounts by priority area from your district's 2020-2021 application for easy reference. These amounts may not match your expenditures due to the more restrictive 12-month reporting window or changes in your Title IV-A program activities that may not have required an amendment.

To complete this report, you will need to analyze your district level expenditures within the 12-month window for Title IV-A. You can reference your last approved *2020-2021 ESEA Consolidated Application* to inform how funds were budgeted by use of funds category. **For the 2020-21 School year, all funds requested should already be identified by a use of funds category.** However, because the 12-month data reporting window could have included cash requests or final expenditure funds requests from the 2019-2020 grant occurring between July 1, 2020 and Nov. 10, 2020, it is important to review your expenditures and cash requests carefully before submitting this report.

If your approved original application or amendment does not address where an expenditure was categorized, consult with Tammy Lysons, Title IV-A Program Manager, to obtain guidance on where to report the expenditure. Remember to only include funds that were expended during the 12-month window (both public and private school expenditures).

Once you have analyzed and calculated your total expenditures for each priority area in the 12-month window, you will enter the amounts into the white boxes on the **Program Expenditures Report** tab. You do not need to report indirect costs. The gray fields will calculate automatically upon saving.

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<p><b>Program Expenditures Report</b></p> <p><b>CSPR Indicator 2.6.1 Funds Spent Under Title IV, Part A</b></p> <p>Please look at your Title IV, Part A Program Expenditures for the dates <b>July 1, 2019 to June 30, 2020</b>.</p> <p>Title IV-A School District Accounting Code: 15      Revenue Code: 4590      Expenditure Program Code: 459</p> <p>For this report, you will need to calculate the <b>total amount of Title IV-A federal funds spent in each of the three priority areas:</b> Well-Rounded Education (WRE), Safe and Healthy Students (S&amp;H), and Effective Use of Technology(EUT) for the dates listed.</p> <p><b>Only include funds that were expended during the 12-month window July 1, 2019 to June 30, 2020.</b> Include both public and private school expenditures. If your district took indirect costs, you will report the total of indirect costs and E-grants will calculate indirect costs for each priority area in the same proportion as your actual expenditures.</p> <p>Your LEA should refer to its approved 2019-2020 ESEA/ESSA Consolidated Application to inform how funds were allocated by priority area. To assist, we have included amounts from your application for your reference. <i>Note: These numbers may not match your reported data due to the collection window for expenditures being restricted to July 1, 2019 to June 30, 2020.</i></p> <p>If your approved Title IV, Part A application or amendment does not address where an expenditure was categorized, consult Tammy Lysons <a href="mailto:tamara.lysons@mt.gov">tamara.lysons@mt.gov</a>, Title IV-A Program Manager to obtain guidance on where to report this expenditure. Please allow 2-3 days for a response.</p> <table border="0"> <tr> <td colspan="8"><b>Well-Rounded Education (WRE)</b></td> </tr> <tr> <td>WRE Application</td> <td>30 %</td> <td>Amount</td> <td>11,852</td> <td>Actual Expenditure WRE \$</td> <td></td> <td>Percent of Total Expenditure</td> <td>%</td> </tr> <tr> <td colspan="8"><b>Safe and Healthy Students (S&amp;H)</b></td> </tr> <tr> <td>S&amp;H Application</td> <td>60 %</td> <td>Amount</td> <td>23,703</td> <td>Actual Expenditure S&amp;H \$</td> <td></td> <td>Percent of Total Expenditure</td> <td>%</td> </tr> <tr> <td colspan="8"><b>Effective Use of Technology (EUT)</b></td> </tr> <tr> <td>EUT Application</td> <td>10 %</td> <td>Amount</td> <td>3,950</td> <td>Actual Expenditure EUT \$</td> <td></td> <td>Percent of Total Expenditure</td> <td>%</td> </tr> <tr> <td colspan="8"><b>Expenditure total, not including indirect, for July 1, 2019 to June 30, 2020</b></td> </tr> </table>								<b>Well-Rounded Education (WRE)</b>								WRE Application	30 %	Amount	11,852	Actual Expenditure WRE \$		Percent of Total Expenditure	%	<b>Safe and Healthy Students (S&amp;H)</b>								S&H Application	60 %	Amount	23,703	Actual Expenditure S&H \$		Percent of Total Expenditure	%	<b>Effective Use of Technology (EUT)</b>								EUT Application	10 %	Amount	3,950	Actual Expenditure EUT \$		Percent of Total Expenditure	%	<b>Expenditure total, not including indirect, for July 1, 2019 to June 30, 2020</b>							
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## PROGRAM DETAIL: LEA Data

Montana is unique in that your school district and consolidated application may represent two different LEAs.

- If your application only represents one LEA: Report a "1" in the priority areas where you spent funds according to the previous tab. (Example a K-12 District that is one LEA or a district where each LEA submits their own ESEA Consolidated application and does not have one designated as the fiscal agent.
- If your application represents two distinct LEAs, both an Elementary and High School LEA with one acting as the fiscal agent, you will report a "1" or a "2" in each box depending on how your district spent funds. If funds were used district-wide, you will put a "2" in each priority area where funds were spent. However, if your Elementary spent in Well-Rounded Education, but your high school spent only in Safe and Healthy students, you would put a "1" in each of those priority areas.

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Program Expenditures Report			LEA Data	End_of_Year Reporting												
<p><b>LEA Data</b></p> <p><b>CSPR Indicator 2.6.2 LEAs who Spent Funds Spent Under Title IV, Part A</b></p> <ul style="list-style-type: none"> <li>If your application represents only one Local Education Agency (LEA), enter a "1" for each priority area where your LEA spent funds based on the Program Expenditures Report on the previous tab.</li> <li>If your 2019-2020 ESEA/ESSA Consolidated application represented two distinct LEAs (example: K-8 LEA and High School LEA that submit a combined application), you will enter a "2" when both the high school LEA and elementary LEA spent funds in a priority area.</li> </ul> <p><b>Number of LEAs who spent funds by priority area:</b></p> <table border="0"> <tr> <td>Well-Rounded Education</td> <td>→</td> <td><input type="text"/></td> </tr> <tr> <td>Safe and Healthy Students</td> <td>→</td> <td><input type="text"/></td> </tr> <tr> <td>Effective Use of Technology</td> <td>→</td> <td><input type="text"/></td> </tr> </table> <p><b>***Must enter a zero, one, or two.</b></p> <p><b>Save Page</b></p>								Well-Rounded Education	→	<input type="text"/>	Safe and Healthy Students	→	<input type="text"/>	Effective Use of Technology	→	<input type="text"/>
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## **PROGRAM DETAIL: End of Year Reporting**

Review your district's answers to the three End of the Year Reporting questions for your **2020-2021** Title IV-A SSAE Program Activities.

- If you completed this information in your 2021-2022 ESEA/ESSA Consolidated Application, it will show in the gray boxes and you may simply type in that you have verified the information as correct.
- If the information in the **gray boxes is incorrect, shows N/A, or if the gray boxes are blank**, please provide accurate information on the prior year's program in the white boxes.

### **End of Year Reporting Questions**

1. **Describe the programs and activities conducted with these funds in the previous school year. (2019-2020)**
2. **What measures were in place to evaluate the effectiveness of the Title IV-A programs?**
3. **Describe the overall effectiveness of the programs and activities implemented in the previous school year. Include information on how the district can continue to improve the programs and activities under this program in the future.**

Once you have completed the three subtabs under **Program Detail**, the last step is to navigate to the SUBMIT tab which will submit the application to the LEA Authorized Representative to submit to OPI. Please submit no later than **Dec. 15, 2021**.

For more information on Title IV-A, please check out the [OPI Title IV Part A: Student Support and Academic Enrichment webpage](#).

**For questions regarding this Title IV-A SSAE Program Report or to request additional technical assistance**, contact Tammy Lysons, Title IV-A SSAE Program Manager, 406-444-0829 or [tamara.lysons@mt.gov](mailto:tamara.lysons@mt.gov)