



OFFICE OF PUBLIC INSTRUCTION

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Denise Juneau  
Superintendent

May 4, 2009

TO: Superintendents, County Superintendents, School Business Managers/Clerks,  
Federal/State Grant Program Directors

FROM: Kellee English, E-Grants Coordinator  
[kenglish@mt.gov](mailto:kenglish@mt.gov) (406) 444-7841

RE: **Getting Ready for FY 2009-10 E-Grants Applications**

This message is meant to help you prepare for the FY 2009-10 grant application cycle on E-Grants, the Office of Public Instruction (OPI's) Electronic Grants system.

It covers: (click below for quick links)

[Which Programs are on E-Grants?](#)  
[When Will Grant Applications be Available on E-Grants?](#)  
[What about ARRA \(Federal Stimulus\) Funds on E-Grants?](#)  
[E-Grants Training Opportunities](#)  
[Updating E-Grants User IDs and Passwords](#)  
[Who to Contact with Questions](#)

Which Programs are on E-Grants?

E-Grants contains grant applications and payment mechanisms for the following OPI-administered programs:

- ESEA/NCLB Consolidated Application
  - Title IA – Basic Grants
  - Title IA – Schoolwide
  - Title IIA – Improving Teacher Quality
  - Title IID – Ed Tech
  - Title III – English Language Acquisition
  - Title IVA – Safe and Drug-Free Schools and Communities
  - Title VIB – Subpart 2, Rural-Low income Schools (RLIS)
- IDEA Consolidated Application
  - IDEA Part B – Individuals with Disabilities Act
  - IDEA Preschool
- Title I – School Improvement
- Title IC – Migrant Education (regular and summer terms)
- 21<sup>st</sup> Century Community Learning Centers
- Carl Perkins
- State Gifted and Talented (*new on E-Grants for FY 2009-10*)

*"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."*

E-Grants Update

May 4, 2009

Page 2 of 4

ARRA ESEA Consolidated Application (*new on E-Grants for FY 2009-10 – One time only for two years*)

ARRA Title IA – Basic Grants

ARRA Schoolwide

ARRA IIA – Improving Teacher Quality (*no funding*)

ARRA Title IID – Ed Tech (*will be allocated after July 2009*)

ARRA Title III – English Language Acquisition (*no funding*)

ARRA Title IVA – Safe and Drug-Free Schools and Communities (*no funding*)

ARRA Title IVB – Rural Low income (*no funding*)

ARRA IDEA Consolidated Application (*new on E-Grants for FY 2009-10 – One time only for 2 years*)

ARRA IDEA Part B – Individuals with Disabilities Education Act

ARRA IDEA Preschool

School districts and other applicants use E-Grants to apply for grants, request cash, and report grant expenditures for fiscal close-outs. Some programs also have programmatic close-out reports that are submitted outside E-Grants.

Other OPI-administered grants that are not on E-Grants are handled using paper applications and paper cash request forms.

#### When Will Grant Applications be Available on E-Grants?

May 20 is the estimated opening date for FY 2009-10 E-grants applications. (It has been delayed from the original May 1 opening date. Due dates will be adjusted accordingly.) We will send an Official E-Mail to inform everyone when applications are available.

ARRA programs listed above will also open on or around May 20. The OPI must contract for the new applications that will be added to E-Grants, so those applications may be slightly delayed. As of this time, we are planning to open May 20.

See the E-Grant Timeline: <http://www.opi.mt.gov/pdf/egrants/Documents/EGrantsCalendar.pdf>

#### What about ARRA (Federal Stimulus) funds on E-Grants?

Federal regulations require ARRA funds must be tracked and spent as separate projects. The ARRA grants shown above will be combined as listed, meaning the ARRA funds will be separate applications and projects than the "regular" FY 2009-10 projects.

The ARRA ESEA funds will be in a consolidated application just like the "regular" ESEA/NCLB counterparts. The ARRA IDEA funds will be in a consolidated application just like their "regular" IDEA counterparts.

The only programs that actually have allocations under ARRA projects are:

ARRA Title IA – Basic Grants

ARRA Title IID – Ed Tech (will be allocated after July 2009)

ARRA IDEA Part B – Individuals with Disabilities Education Act

## ARRA IDEA Preschool

Every effort is being made to avoid duplication of entry on the applications by using information collected on the ARRA consolidated application to "pre-fill" the regular consolidated application. Due to short notice and the one-time-only nature of the ARRA programs, duplication can be minimized but can't be avoided.

The OPI is currently researching the reporting requirements being set by the federal government. It appears that the OPI must submit quarterly reports on funds sent to our subgrantees, and OPI may need to collect some sort of periodic reporting from districts to be able to report it to the Federal government. We'll notify you as more information becomes available.

### E-Grants Training Opportunities

#### 1) Online video training

Starting in late April, OPI will provide several online training sessions on E-Grants topics. The sessions will be recorded and posted on the E-Grants website for later viewing.

The first session was held April 21 at 10:30 a.m. and it covered grant amendments to FY 2008-09 projects. If you missed it, please view the recording at:  
<http://connect.opi.mt.gov/p79753200/>

Other training sessions will be announced by Official E-mail.

#### 2) How-To Manuals and Other Helpful Resources

The E-Grants website contains several "How-To" manuals, previous training slideshows, and a searchable Q&A ("Get Answers") for E-Grants information See: <http://opi.mt.gov/EGrants/Index.html>

### Updating E-Grants User IDs and Passwords

An E-Grants User ID and Password are required for district staff to log into E-Grants and apply for grants and request cash. Authorized Representatives should notify OPI of changes in users or their access rights. To change/add/delete user IDs or passwords, please use the standard LEA Security Form on the E-grants website at: <http://www.opi.mt.gov/pdf/egrants/Security/>

Here are some tips:

- If you used E-grants in 2008-09 at the same district, you are still registered and don't need to do anything, unless you need access to different grant programs or roles this year. **IDs and passwords don't change unless the district's AR notifies OPI to make a change.**
- If you are at the same district but will have different responsibilities for different grant programs than last year, you may need to request different access rights.
- If an individual superintendent or clerk changes districts this summer, remember to have the AR notify OPI to get rights reset.
- If the district assigns responsibility for a grant program to a different program director or specialist in the district, notify OPI to disable the old user rights and set up another user's rights.
- If you're registered but forgot your password, it's a great time to call OPI to request a new password be sent!

E-Grants Update

May 4, 2009

Page 4 of 4

Mary Graff can help you with any questions on User IDs, passwords, E-Grants roles, and access rights. Call Mary at 406-444-3448.

Who to Contact With Questions

If you have questions or concerns, please contact Kellee English at, (406) 444-7841 or [kenglish@mt.gov](mailto:kenglish@mt.gov).