MLTI Grant Reimbursement and Reporting Process

Step One: Ensure you have a fully executed contract between the school district and Maine DOE.

Step Two: Make purchases, procure services, etc.

Step Three: Review the reporting requirements as outlined below.

Step Four: Complete the Reporting Form.

Step Five: Send an invoice billing Maine DOE and invoices of purchases, as well as a grant trial balance to Haley Neal, haley.neal@maine.gov

Step Six: Maine DOE will review your reporting form responses and work to process for reimbursement.

Step Seven: Work with an MLTI Ambassador or the Infrastructure Specialist to ensure any remaining requirements are met.

Reporting Guide: The [reporting form](#) asks for the following information -

- **The school population impacted, including demographic information**
  - This includes the number of staff and or students, school(s), and or entire district impacted by the grant.

- **Any adjustments made to the plan and the reason for those adjustments.**
  - Please describe, if any, adjustments made to the original plan and the reason for those adjustments. This might include items such as a change in strategy or implementation to accomplish the grant intent.

- **How the grant was used by the local education provider and a summary of other resources used.**
  - What was the CPG/Teach with Tech grant used for and did it connect with other LEA resources to accomplish the grant goal?

- **Security outcomes associated with the program. [CPG Only]**
  - What security outcomes did the grant render?

- **Student outcomes associated with the program [TWT Only]**
  - What student outcomes did the grant render?

- **If the program will continue in the following school year and, if not, the reason it will not continue.**
  - Will the district continue the program, why or why not?

- **Performance metrics met, successes, barriers, and total expenditures.**
  - Provide a performance metric and comments on any success and challenges in implementation. Include the total expenditures for the project.

- **Submit a report or other product that showcases security achieved through the grant. [CPG Only]**
  Please share material that showcases what was accomplished via the grant. Examples might be a graphic or a product performance summary log, a list of improvements, etc.

- **Submit a report or other product that showcases learning achieved through the grant. [TWT Only]**
  o Please share material that showcases learning achieved via the grant. Examples might be a lesson, photos and a story, a unit, a video, etc.

- **Submit a reflective narrative that includes how the provider aligned with the selected CISA recommendations. [CPG Only]**
  o This is an opportunity to reflect on the project and share any observations and or lessons learned based on the project and its alignment with CISA recommendations.

- **Submit a reflective narrative on the implementation process of the project outlined in the grant. [TWT Only]**
  o This is an opportunity to reflect on the project and share any observations and or lessons learned based on the project and its impact on students.

- **Submit at least 2 stories/videos documenting the work that can be shared in DOE newsroom & social media. [TWT Only]**

  o We ask you to let us know when you will submit in the reporting form. An MLTI Ambassador will reach out to you to offer support with this process.

- **Commit to present at one State education conference or the 2024 MLTI Student Conference on the use of work. [TWT Only]**

  o This can be a conference of your choosing within Maine and focused on education.

- **School Board presentation on the work. [TWT Only]**

  o Please find time to share your awesome work with your school board!

Please reach out to bethany.billinger@maine.gov for any assistance in TWT reporting.

Please reach out to james.chasse@maine.gov for any assistance in CPG reporting.