



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: May 11, 2022  
To: Local Educational Agency Leads  
Route To: ESEA Program Directors, Grant Directors, and School Business Administrators  
From: Martin Egan, Director  
Office of Grants Management  
Deadline: June 30, 2022

## **Fiscal Year 2023 Elementary and Secondary Education Act (ESEA) Consolidated Subgrant Application Available on May 13, 2022**

The FY 2023 *ESEA* Consolidated Subgrant Application will be available on May 13, 2022 through links on the [NJDOE Homeroom](#) webpage. Applications can be accessed through the Electronic Web-Enabled Grant (*EWEG*) system link. New users should contact their district web administrator for access and authorizations.

Local Education Agencies (LEAs) should create and submit their *ESEA* Consolidated Subgrant application no later than **June 30, 2022**.

### **FY 2023 *ESEA* Consolidated Subgrant Application:**

#### **Changes for FY 2023**

The NJDOE limits yearly changes to the *ESEA* Consolidated Application to those required by federal regulations and guidance and those that will increase user-friendliness and accessibility for LEA's.

The changes for FY 2023 include:

1. Budget (all titles) – The combined TPAF/FICA rate has increased to 51% (FICA=7.65% TPAF=43.35%). Please note this is an estimated amount and will be adjusted when you file your FY23 *ESEA* Final Expenditure Report.
2. Award Management SAM – This March, the NJDOE transitioned from the use of Dun and Bradstreet Data Universal Numbering System (DUNS) to the new Unique Entity Identifier (UEI) for all grant recipient and application organizations. All LEAs must log into the *EWEG* system and amend their AWARD SAM application to include the new UEI information.
3. The Title I, Part A, Eligibility, Step 1, districts are not limited to the use of free and/or reduced lunch data, only, to determine poverty measures. Districts have the option to select among multiple poverty measures data to determine the percentage of a school's student enrollment that meets income eligibility guidelines for purposes of school selection and school allocations.
4. The Title I, Part A, Parent and Family Engagement, School Allocations, must be greater than zero for each school.
5. The Title I, Part A, LEA's who have been identified as having Neglected Students must budget for Other Reserves, Neglected on Eligibility, Step 4. This field will be activated for the identified districts.

#### **Annual School Plan**

As required by *ESEA*, LEAs serving schools identified as in need of Comprehensive or Targeted support, as well as any school operating a Title I Schoolwide program in the 2022-2023 school year, must complete an Annual School Plan (ASP), using the NJDOE's Annual School Plan System (ASPS) accessed through [NJDOE Homeroom](#). The ASP must reflect the interventions mutually agreed upon by the school, LEA, and NJDOE Comprehensive Support and Improvement Team.

### **Equitable Services for Nonpublic Schools**

LEAs are required to engage in timely and meaningful consultation with nonpublic school officials to determine their needs and the services the LEA will provide. The nonpublic equitable share is calculated in the *ESEA* application and varies by title. For Title I, Part A, LEAs are required to identify the number of students who reside in their district and attend nonpublic schools either inside or outside of their geographic area. The equitable share is calculated in the Title I, Part A, Eligibility section based on information the LEA enters. For Title II, Part A; Title III; Title III Immigrant; and Title IV, Part A, the calculation is based on information the nonpublic schools enter into the Nonpublic Enrollment Report and includes only those nonpublic schools located in an LEAs geographic area. To ensure equitable services are provided in a timely manner, pursuant to requirement under *ESEA*, as amended by *Every Student Succeed Act* (ESSA), an LEA must obligate all funds allocated for equitable services in the year for which they are appropriated.

### **Consortiums**

If a district's Title III allocation is less than \$10,000, they must either join a consortium with other district to reach the \$10,000 threshold or refuse the funds. There is no minimum budget amount for any of the other titles, but districts may choose to form a consortium for Title II, Part A; Title III Immigrant; and Title IV, Part A. Consortiums are not permitted for Title I, Part A, or Title I SIA, Part A. LEAs must follow these steps in EWEG to create or participate in a consortium:

1. Lead District (Applicant) creates the consortium.
2. Participant District(s) confirm participation in the consortium.
3. Lead District submits the consortium after all participants have confirmed.
4. The Office of Grants Management (OGM) approves the consortium and transfers the allocation.

The Lead District is responsible to enter all program and budget information on behalf of the Participant Districts. Participant Districts are required to communicate any expenditures to the Lead District by the 15<sup>th</sup> of every program month as per US Office of Management and Budget Guidelines (USOMB).

Applicants and participants should wait to submit their consolidated *ESEA* applications until the consortium is approved and allocation(s) have been transferred in or out of their applications. Participants should *not* refuse funds for titles in which they are contributing funds to a consortium nor should they enter any information into the program or budget sections of their application for titles in which they have contributed allocations to a consortium.

### **Resources**

Links to online resources will be posted on the [OGM ESEA Grant](#) website as they become available and will include the *ESEA* Application [Technical Assistance Schedule](#), the FY 2023 *ESEA* Allocation Tables, the FY 2023 *ESEA* Application Quick Start Guide, application tutorials, Nonpublic Equitable Services, and Consortium Instructions.

### **Submission**

When an LEA successfully submits an application, they receive an automatic email notification through the EWEG system that the application has been submitted in "substantially approved form." This is only a preliminary approval; the application will be reviewed and given final approval by the NJDOE staff. Pursuant to federal guidance, if the LEA submits the application by the due date, they may begin to encumber funds as of the July 1 project start date. If the application is submitted after the due date, they may only encumber funds as of the date of submission. Applications will be considered on time if they are submitted by **Thursday, June 30, 2022**. NJDOE staff will be available for support Monday through Friday during regular business hours. LEAs can also send an email to the [EWEG Help Desk](#).

**Review and Approval**

Section 8452(b)(2) and (4) of the *ESEA*, as amended by the *Every Student Succeeds Act (ESSA)*, imposes restrictions on the length of time available for the review and approval of applications. The NJDOE is required to approve an application within 120 days of submission. If the NJDOE returns an application for revision to the LEA, the LEA must revise and resubmit the application within 45 days, otherwise the application will be deemed disapproved. Therefore, it is important for the LEA to keep their contact information in the EWEG system current, monitor email notifications, and respond to any revision requests for the NJDOE in a timely manner.

**Contacts**

For questions or additional information regarding the FY 2023 ESEA Allowable Uses or Program, contact the NJDOE's Office of Supplement Programs at [Title One Help Desk](#) or call (609) 376-9080. For questions or additional information regarding the FY 2023 ESEA Consolidated Subgrant Application, contact the Office of Grants Management at [EWEG Help Desk](#) or call (609) 376-9089.

c: Members, State Board of Education  
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group